power with

ShareInfo

Connecting Schools and Communities

User Manual

04/04/2008

Table of Contents

Click on page number or title to move to that page.

Introduction **3**
BROWSER TIPS, DID YOU KNOW **4**
Your iShareInfo Pages **5**
Public Pages: Where Your Pages Will Be Viewed Online **6**
The COMcenter: Entering Feature Information **10**
- **ComCenter Communications** **12**
- **Preferences:** **12**
  - ***Heading*** ***12***
  - ***Tabs*** ***12***
  - ***Features*** ***14***
  - ***Date Range*** ***14***
  - ***Password*** ***15***
  - ***Hit Counter*** ***15***
- **Special Announcements** **17**
- **Calendar** **20**
- **FAQ** **24**
- **Links** **27**
- **Documents** **30**
- **Newsletter** **33**
- **Classroom/General Information** **36**
- **News** **41**
- **Feature Story** **46**
- **Navigation**……**51**
- **Unit Manager** **56**
  - ***Unit Manager Notes*** ***71***
- **Sample of Student Work** **72**
- **Menu** **75**
- **Multimedia** **77**
- **Poll** **80**
- **Photo Gallery** **83**

Connecting Schools and Communities

Introduction

The iShareInfo System, designed and developed by ESU#3, is a public website system designed to meet the needs of the every teacher website initiative for the purposes of communication with parents, students, and other teachers. It is a template-based system that allows the teacher to focus on website content and less time on design.

iShareinfo.org is your site for making a comprehensive, easy to populate website. In a very short time you can provide student, parents, and others with a place to get information about your district, building, organization, or classroom. Being browser-based, the system allows teachers and staff to upload files and information without learning any new software programs.

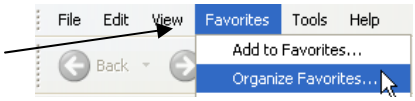
The District and Building information will be consistent on all pages. The top left of the page will contain the building logo and at the top right is the teacher logo or text information. Down the left side of the page, there will be links to the active features in iShareinfo.org and a set of common links set by the district and building. The right side of the page will contain the primary information selected from the links. At the bottom of every page, the district logo and disclaimer will be displayed.

An advantage of iShareInfo is that the page layout will be common to all end users. This provides a consistent look and feel. The various functions in the COMcenter are also designed to provide a common look and feel. If you learn a function used in one feature, the action is often the same in another feature.

Changes made in the COMcenter are immediately available for public viewing. Viewers must refresh their page to see immediate changes.

BROWSER TIPS, DID YOU KNOW…….

You can add a Web page to **Favorites** from the Favorite menu.



Internet Explorer uses the term **'Favorites'** and displays the items in folders. If you use another browser, you may follow a different procedure. For instance, Netscape Navigator, Safari and Firefox use **'Bookmarks'**.

For information about your choice of browser, click the Help Menu.

To go to the previous page on a Windows pc, press **ALT+LEFT ARROW** or click **BACK**. Instead of clicking the **Back** button, you can press the **BACKSPACE** key on the keyboard to move back a page. On a Mac, press (**Open Apple+Left Arrow**) or click **BACK**.

To Refresh a web page on a Windows pc, You have the following options: **1.** go up to **View**, click **Refresh** or **2**.click the **Refresh icon** or **3.** press the **F5** key. On a Mac, you have the following options: **1.** click the **Refresh** icon in the top menu bar or **2.** go up to **View**, click **Refresh** or **3.** press **(Open Apple+R).**

To switch among applications in a Windows pc, hold down the **Alt Key** and press the **Tab key**.

To switch among windows on a Windows pc, press **CTRL + O** or click on **File** in the top menu bar, select the window from the **Open drop down list**, click **OK**. Or you can click on the program's drop down arrow in the **taskbar** and select the window you want.

Click on any

On a Mac, to switch between your Public Page and the ComCenter: press down (**Open Apple**+~) to cycle forward, or press (**Shift**+**Open Apple**+~) to cycle backward.

iShareInfo Comcenter Buttons:

Update - Updates and Saves an entry/(s)

Submit - Saves an entry/(s)

Reset - Cancels or resets any unsaved entry/(s)

Delete Item(s) - Deletes selected item/(s). **This function should be used with caution. Items that are deleted cannot be recovered.**

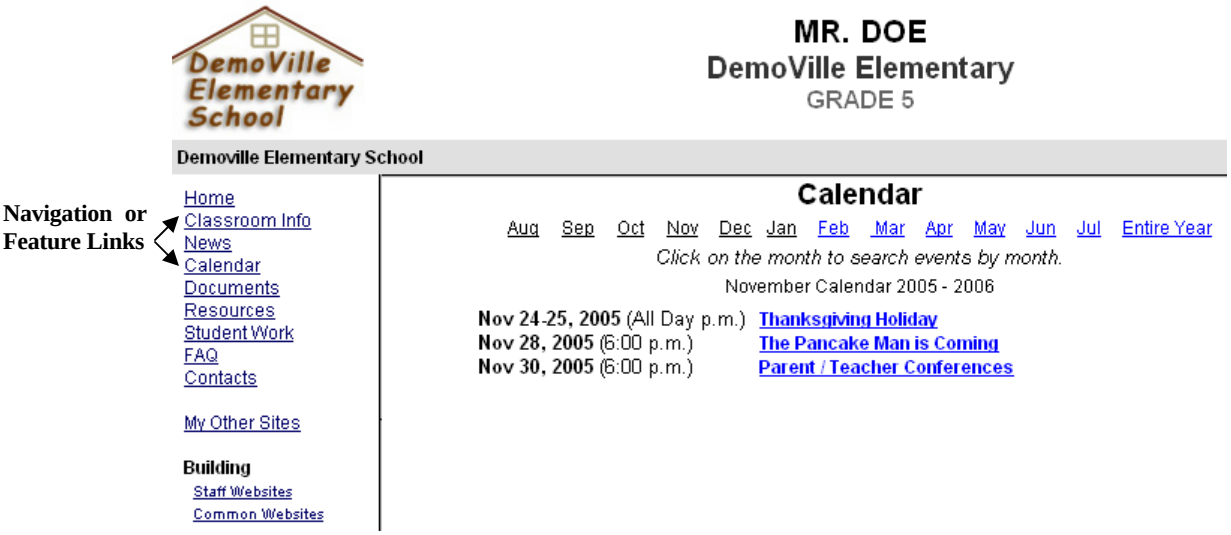
Check All - This checks or selects everything in the column. **Once you click this button, it changes to Uncheck All.**

Uncheck All - This deselects everything in the column. **Once you click this button, it changes back to Check All.**

Your iShareInfo Pages

Your iShareInfo site consists of two sets of pages.

Public Page:

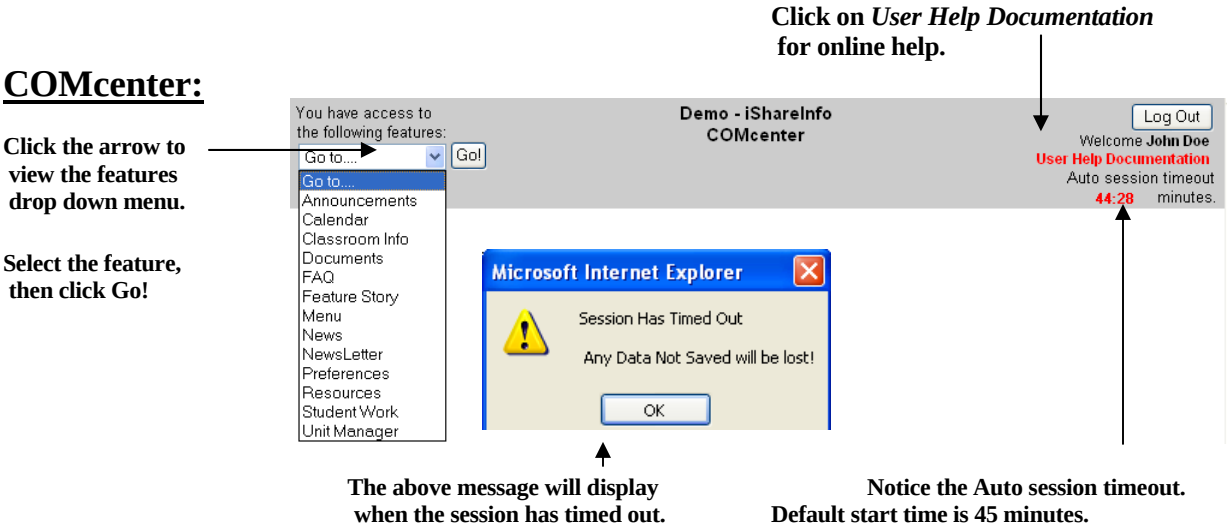


Public pages are the pages that are viewed when people come to your sight. They are generated automatically by the content you enter in the COMcenter.

The URL (web page address) for your public site is:_____

TIP: Add this site to Favorites/Bookmarks.

COMcenter:



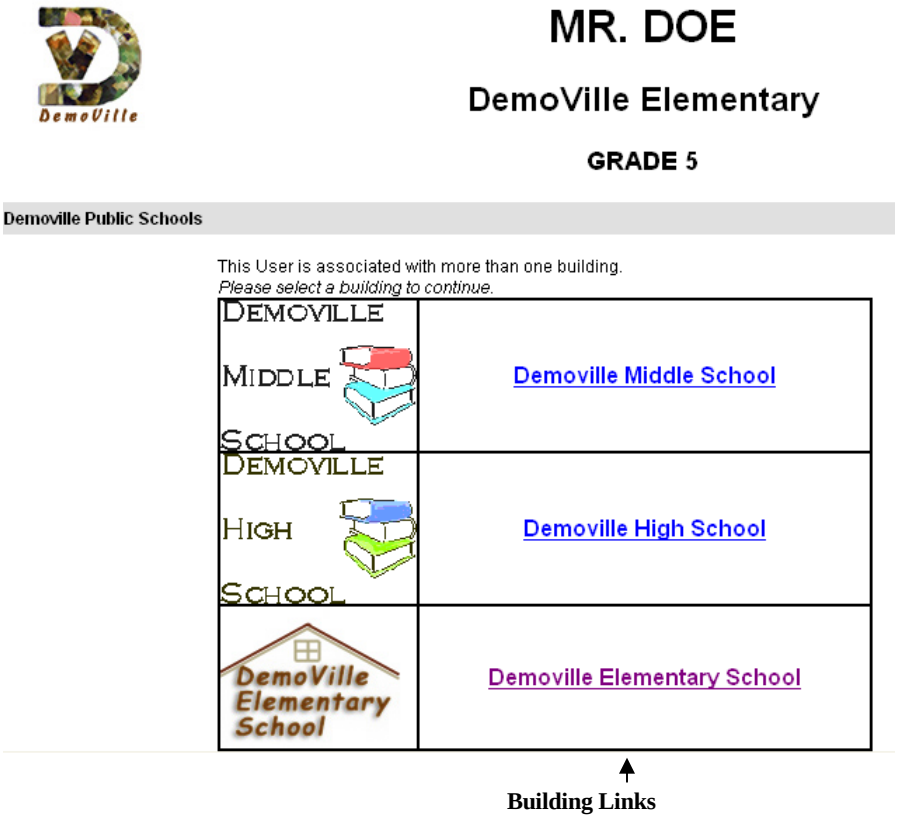
The **COMcenter** contains the maintenance pages. These are used to populate your site and are not accessible to the public. Based on the user login, the drop down menu will include the features that user has rights to modify.

The URL (web page address) for your COMcenter page is:_____

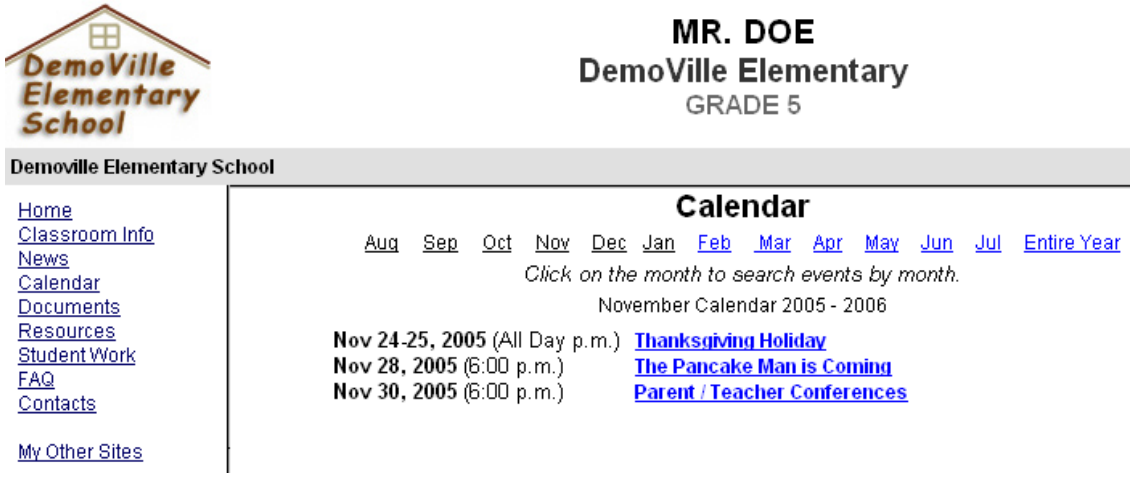
TIP: Add this site to Favorites/Bookmarks.

Public Pages: Where Your Pages Will Be Viewed Online

After logging in, a page similar to this will display **if** you are associated with more than one building. **Click** on a **Building Link** to continue.



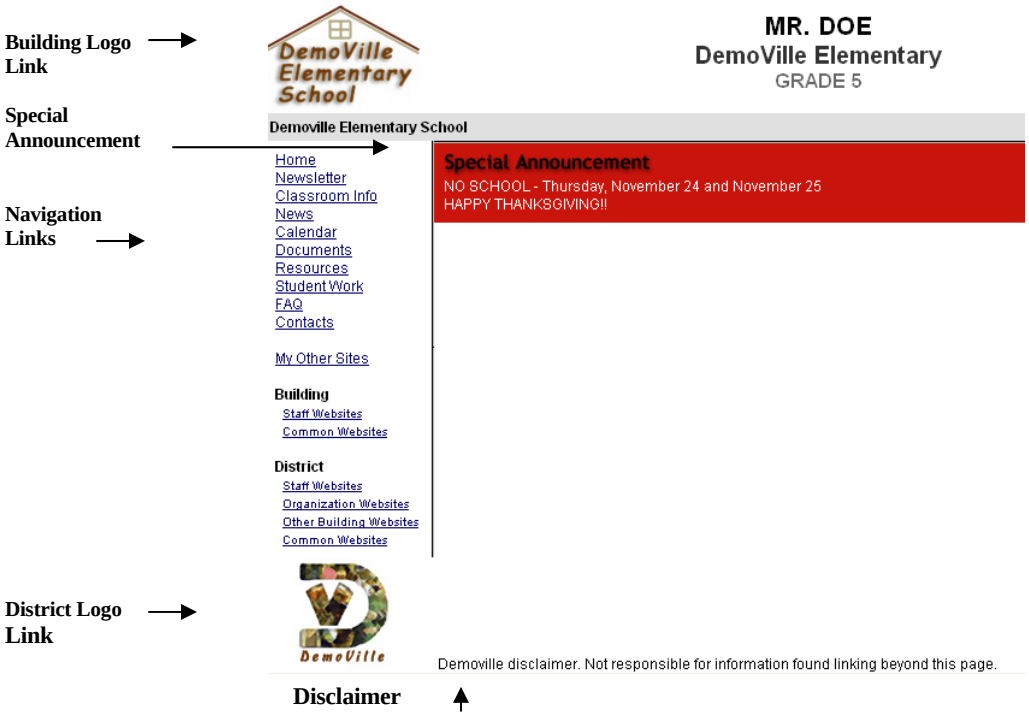
The public page for that building will display as shown below:



Note: This page will appear automatically for users assigned to only one site.

Public Pages: Where Your Pages Will Be Viewed Online

This is the main public page. It is the place where visitors will access all information.



District and **Building links, logos,** and the **disclaimer** are controlled by the District and Building Administrators. A personal logo may be used at the top of each page instead of the text information and is uploaded by the individual user.

On the left, there are **navigation links** that will take a user to the corresponding information. Changing the Preference settings in the COMcenter can enable or disable available features. Until there is information available for the feature, it can be disabled. Preference settings determine your heading as a 'text' or a 'graphic'. It also controls the date range used on viewed pages. A user can change their password in Preference settings.

Note: My Other Sites link only displays if you have access to more than one building site.

The **Home** link may be used at any time to get back to the main page of your iShareInfo site.

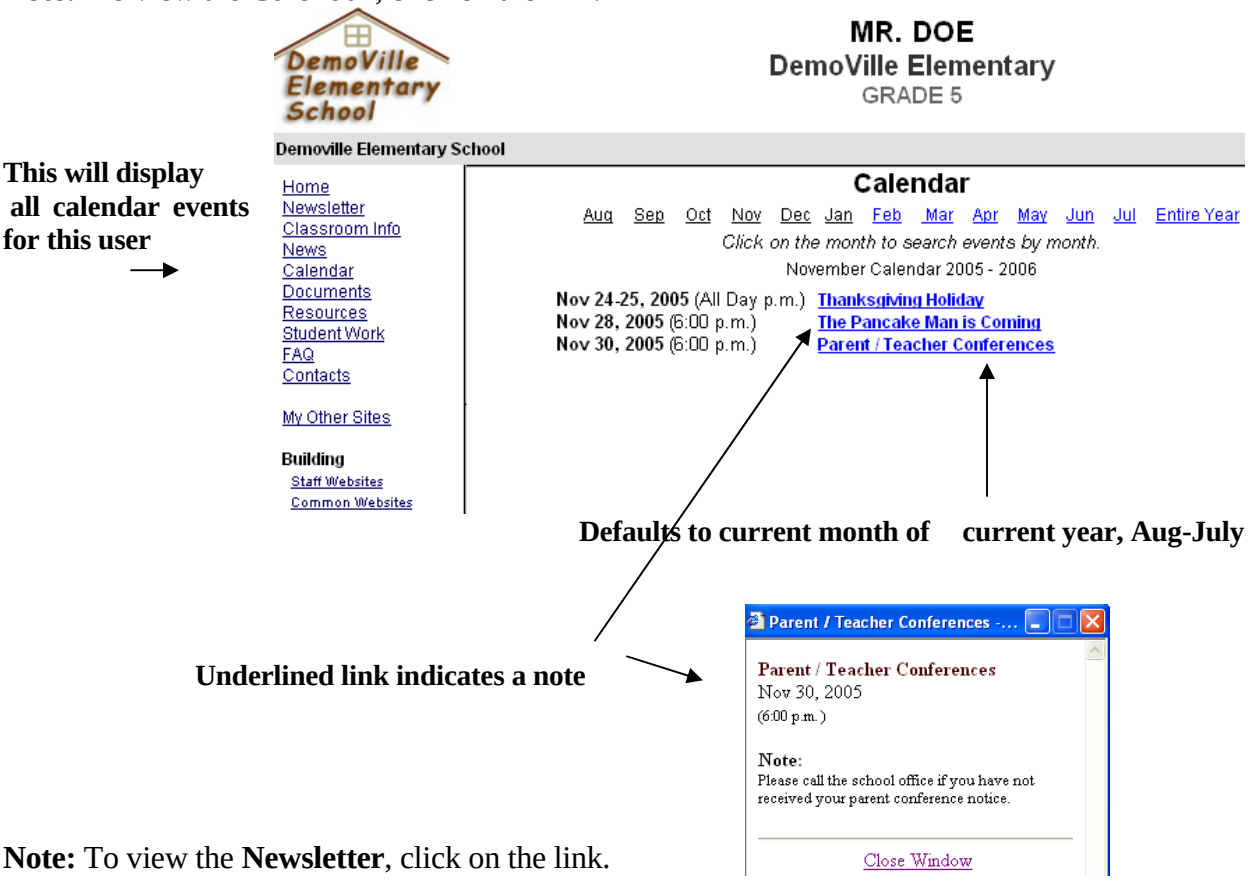
Special Announcement and **Feature Stories** are only visible when they are being used.

The **News** and **Calendar** sections of the main page are visible, if there is content. They dynamically change based upon the current date and information.

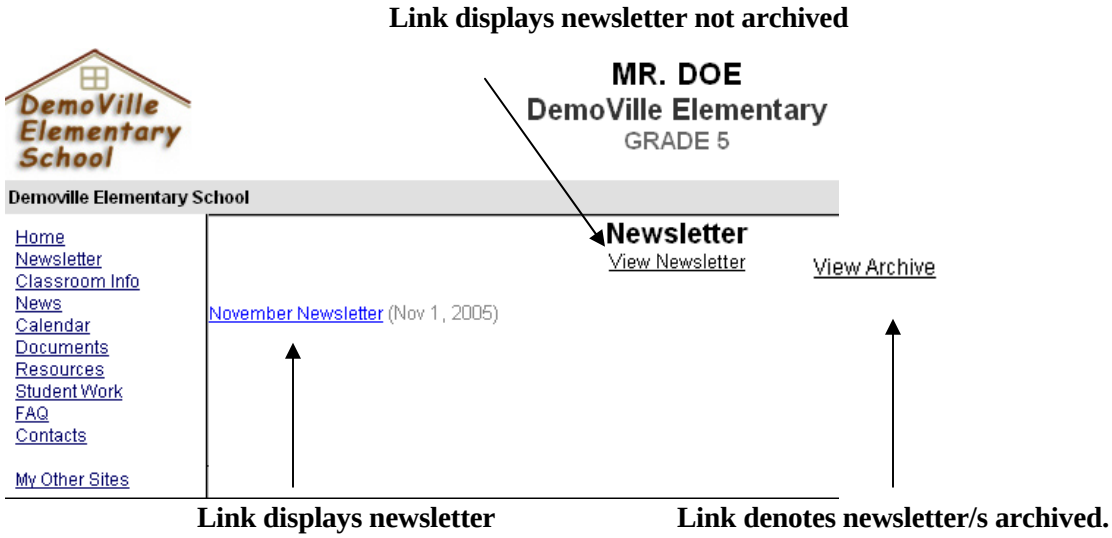
The **Contacts** link will open a page that contains additional links to a form that will send the entered information to the contact person via e-mail. The sender will not see or be able to access the actual e-mail address for this contact. This information is set by the system administrator.

Below are just some examples of the information displayed by clicking the navigational links. Each feature displays information that was entered in the **COMcenter**. Simply click the link and the expanded information will be displayed. If a link to a document or graphic is used, when clicked, the file will be automatically downloaded and the appropriate helper application opened.

Note: To view the **Calendar**, click on the link.

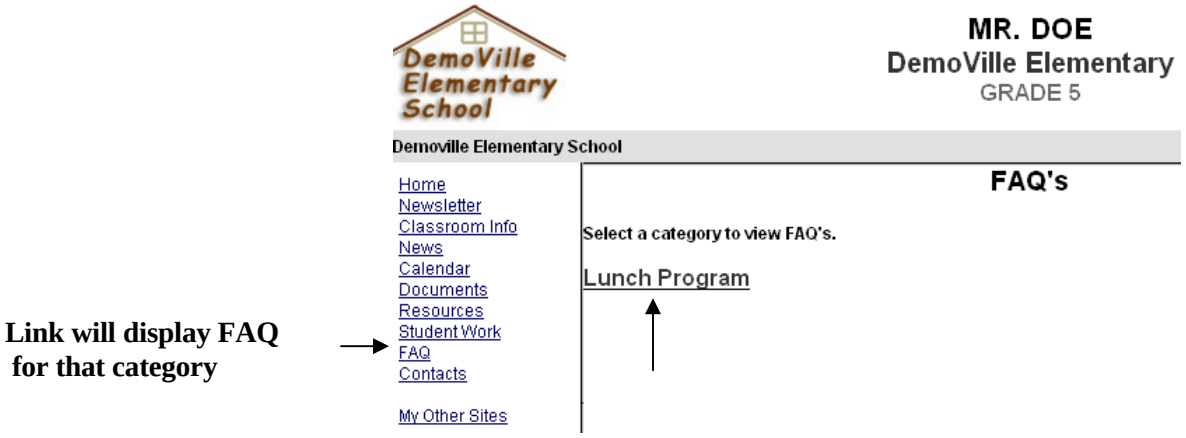


Note: To view the **Newsletter**, click on the link.

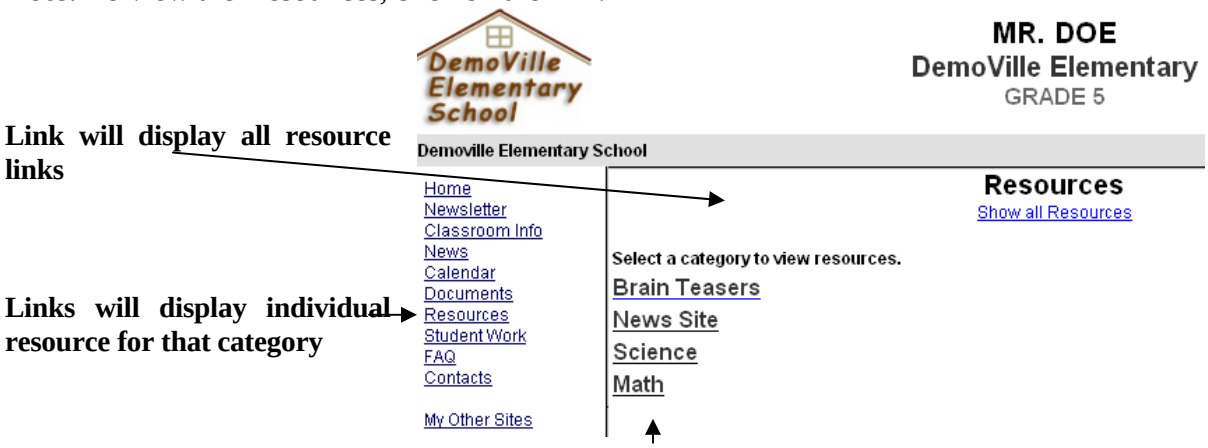


Note:

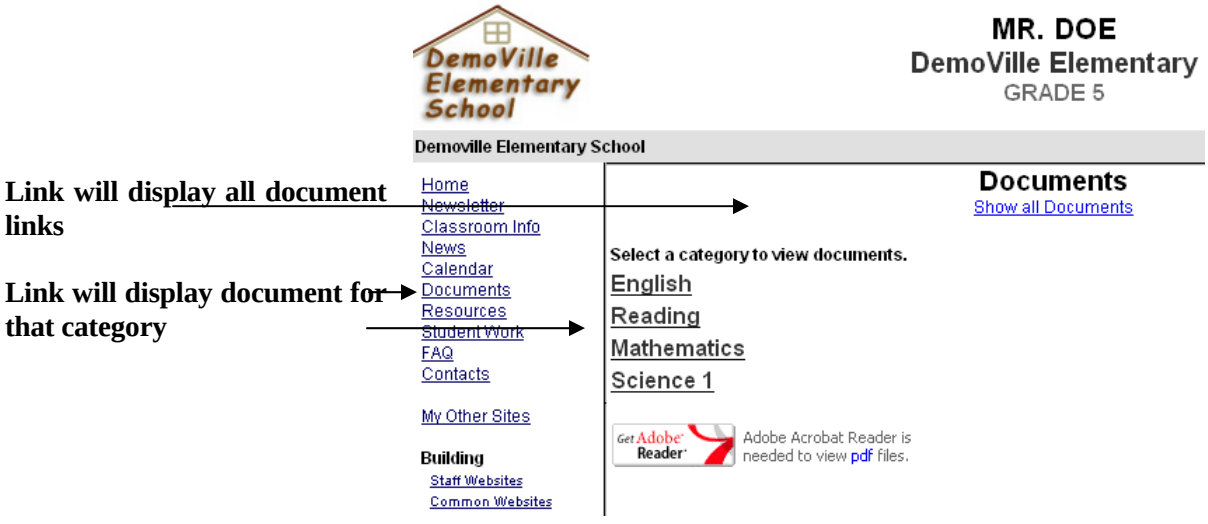
- **View Archive** does not display if newsletter/s are not set to be archived in Comcenter.
- To view the **FAQ**, click on the link.



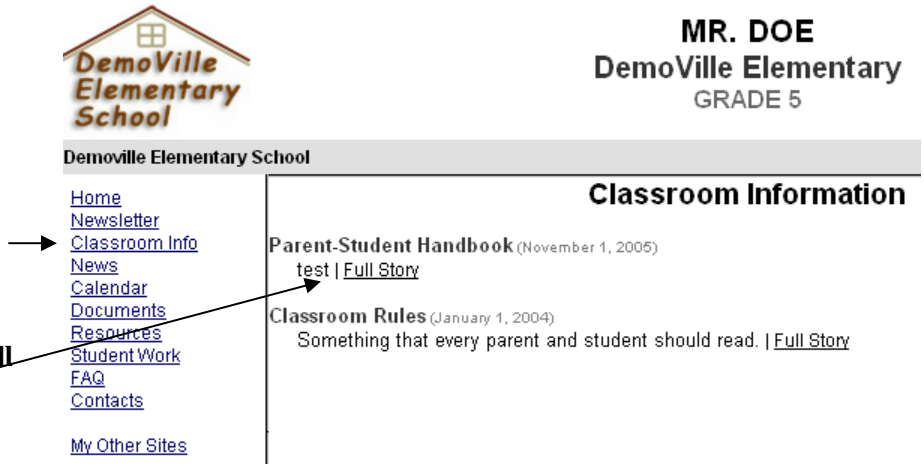
Note: To view the **Resources**, click on the link.



Note: To view the **Documents**, click on the link.

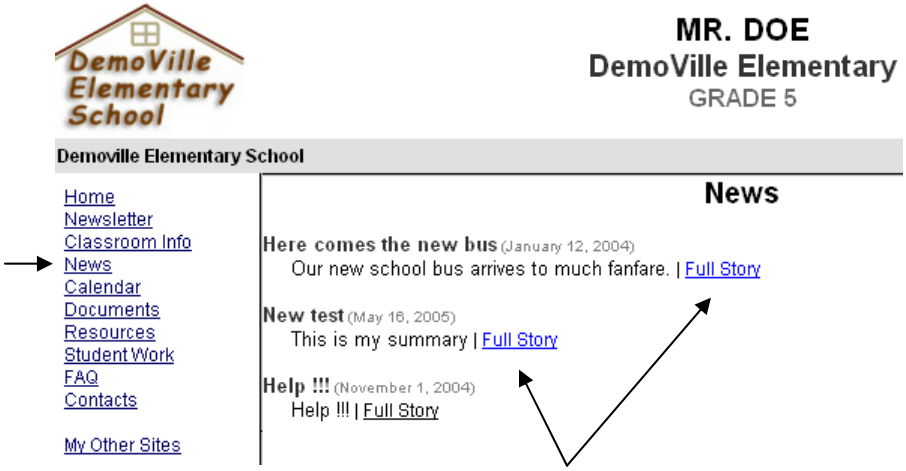


Note: To view the **Classroom Info**, click on the link.



Link will display full story

Note: To view the **News**, click on the link.

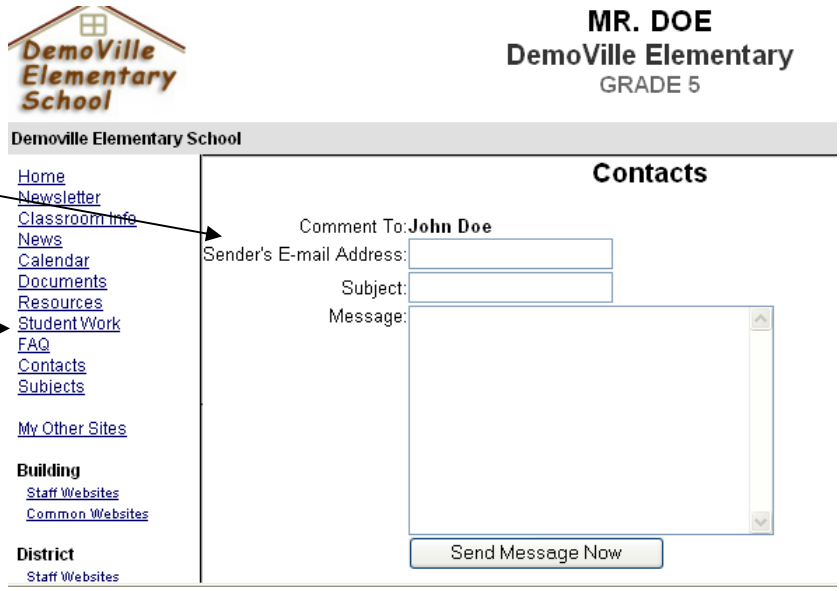


Link will display full story

Note: To view **Contacts**, click on the link

Note: The Public user uses this email form to email you. They do not see your email address as set up by your system administrator. You in return receive their email address, subject of the email and the message.

Email addresses are checked for validity.



The COMcenter: Entering Feature Information

The COMcenter is accessed using a web. browser. Access to the COMcenter is possible wherever there is Internet access. It is suggested that Internet Explorer be used to enter information into the COMcenter. It is the most stable when working in the COMcenter.

All images uploaded in the Comcenter will be automatically resized for better viewing on the public page.

Reminder: You can add the URL to your Favorites/Bookmarks.

1. Enter the **URL** provided for the COMcenter in the Address bar, click **Go**. This will open the log in screen below.

Note: Your District or Building Administrator will not be able to tell you what your password is if you forget it. They will have to reset it.

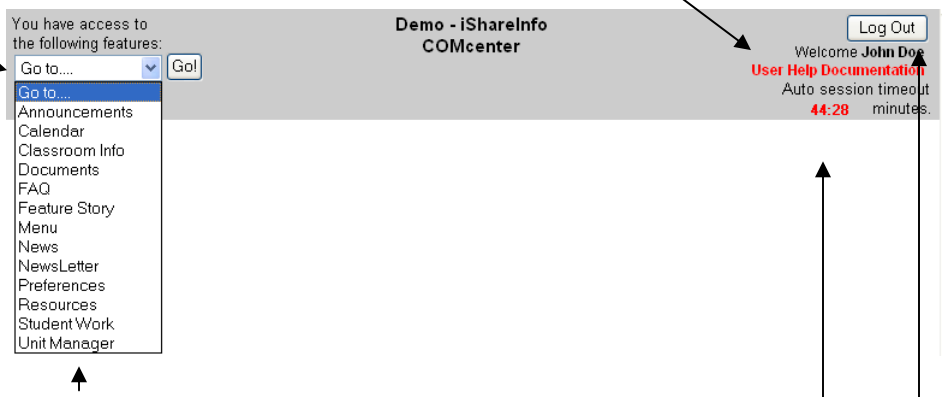
2. Enter the **User Name** and **Password** and click the **Enter** button.
(The default COMcenter page will load.)

3. After logging into the **COMcenter**, select a **feature** from the dropdown menu. Clicking the **Go** button will load that section. When the page loads, the information appropriate for that feature will appear.

User Help Documentation link for online help.

Select Feature

Click Go!



Features drop down menu.
This is setup by your building administrator

Note: Auto session timeout starts with 45 minutes.

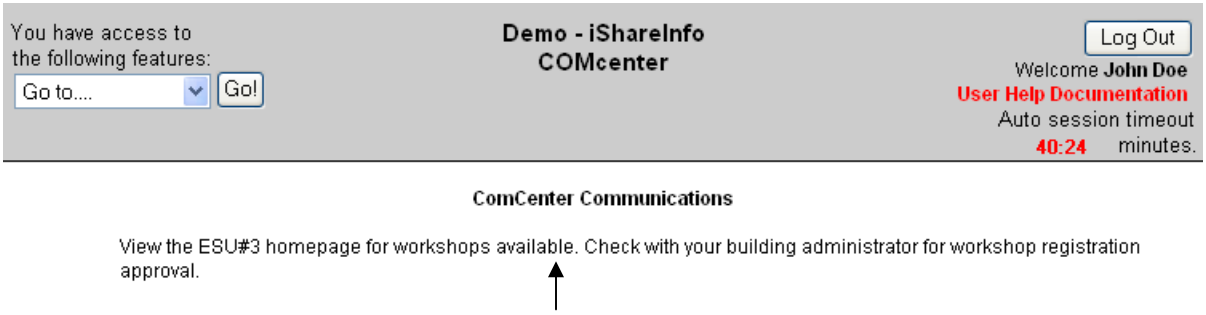
Log Out

Note: Every time you click a submit key, the clock starts over with 45 minutes. i.e. , Tab, Go, Update, etc.

The **COMcenter** contains the maintenance pages, used to populate your site and are not accessible to the public. Based on the user login, the dropdown menu will include the features that user has rights to modify.

ComCenter Communications

This is setup by the Administrator to communicate special information to iShareInfo users. This information can be building specific or district wide.



- **Any communications entered by the District Admin or Building Admin will display on your ComCenter page.**
- **You will see this when you first log in.**
- **The length of time and content that is displayed is determined by the Administrator.**

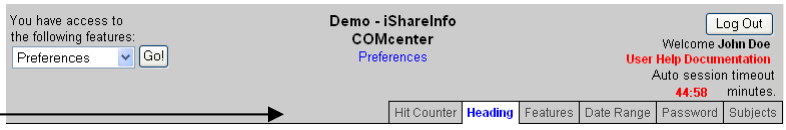
Let's Get Started.....

- You should have already entered the **URL** provided for the COMcenter in the Address bar or selected from your Favorites.
- You should have already logged in.
- Select **Preferences** from the Feature drop down menu.
- Click **Go!**

Preferences:

The **Preferences** feature is where settings are made for what you control on your site. When you go to the **Preferences** feature in the COMcenter you will see different tabs than on the other pages. This is because each of the tabs at the top right take you to a different preference setting. As soon as you click the **Update Preferences** button a change in your preference settings will go into effect.

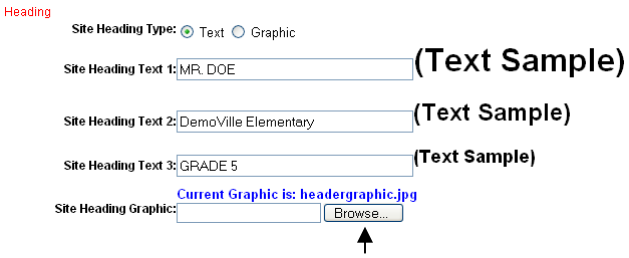
Heading Tabs →

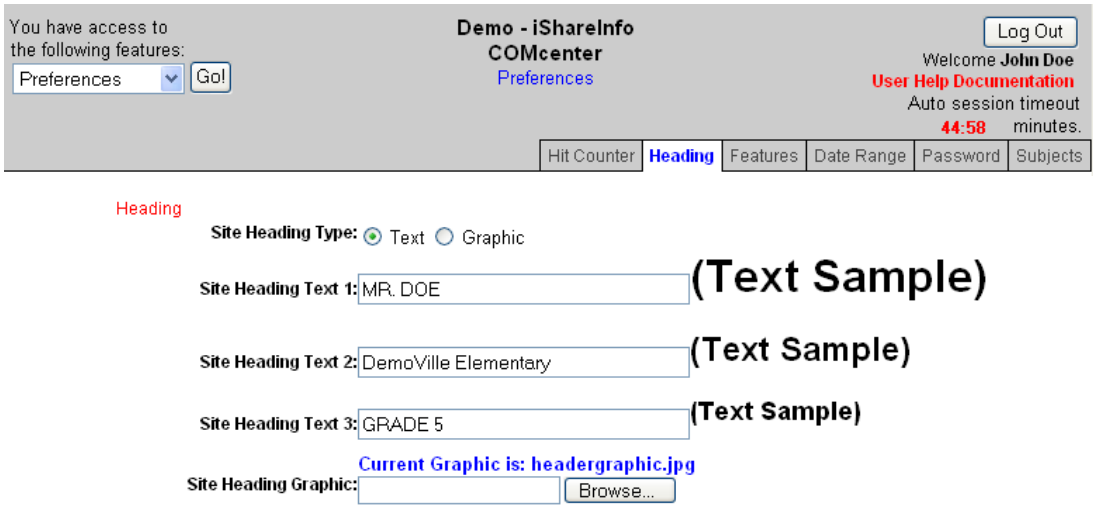


Select Text or Graphic →

Note: When entering Text, each line font size decreases. →

Note: Click Browse to navigate graphic file.





1. The default tab is the **Heading** tab. The information entered here will be displayed at the top of the public page.

2. In Site Heading Type, select either **Text** or **Graphic**.(you can only select one, not both)
If the **Text** radio button is selected for the site heading type, there will be up to three lines of text that may be displayed. There is no choice on font or size other than what is displayed. Notice each line decreases in font size.

2a. Enter the information in the appropriate box and then click **Update Preferences** button. As with all other update actions, the changes are applied immediately. The **Reset** button resets **unsaved data** only.

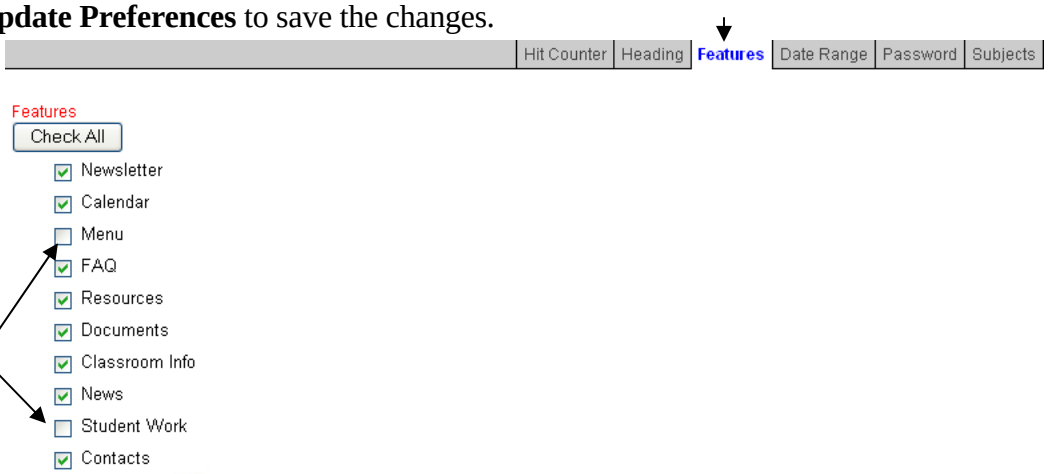
If the **Graphic** button is selected for the site heading type a graphic can be displayed at the top of the page. The maximum size allowed is 620 pixels wide and 115 pixels high, (8.5 x 1.5 inches) anything more will distort the page. It must be a JPG or GIF format.

2b. Click on the **Browse** button and navigate to the file. After selecting it in the dialog window, click the **Open** button. This will put the selected file in the **Site Heading Graphic** window. Click the **Update Preferences** button and the file will upload and the graphic will be placed in the header space. **Note: Files are self-created user files.** The iShareInformation program does not provide any clip art header options. As with all other update actions, the changes are applied immediately. The **Reset** button resets **unsaved data** only.

Features

Turns on and off the features you want active on the main public page. This allows you to enable the features as you provide content.

1. Select the **Features** tab.
2. Click **Check All** to select all Features or click on selected individual box next to each Feature.
3. Click on **Update Preferences** to save the changes.



Note: if a feature is not checked, it does not display on the public page.

See public page below:

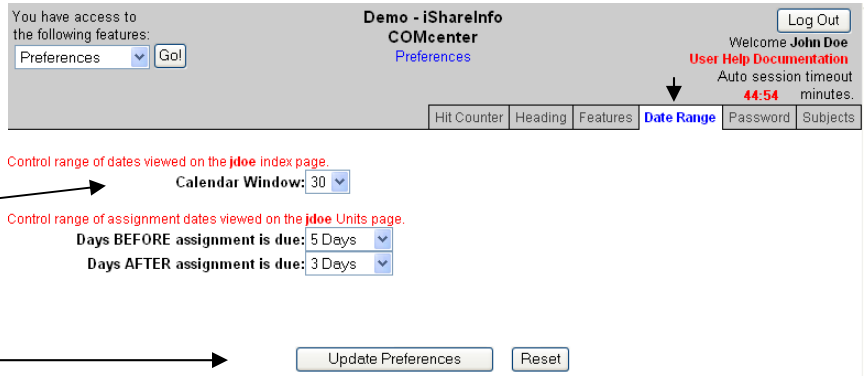
Notice: Student Work or **Menu** did not display because it is not checked.

Example: Features set in Comcenter

Date Range

This tab takes you to the page that controls how far in advance a calendar event is displayed on the main page. For example, if you have a calendar event scheduled for the 25th of the month, by default, the system will display it twenty days in advance. You can change this lead-time, but remember that it applies to all calendar events.

This controls range of dates viewed for calendar events.



To save changes, click **Update Preferences.**

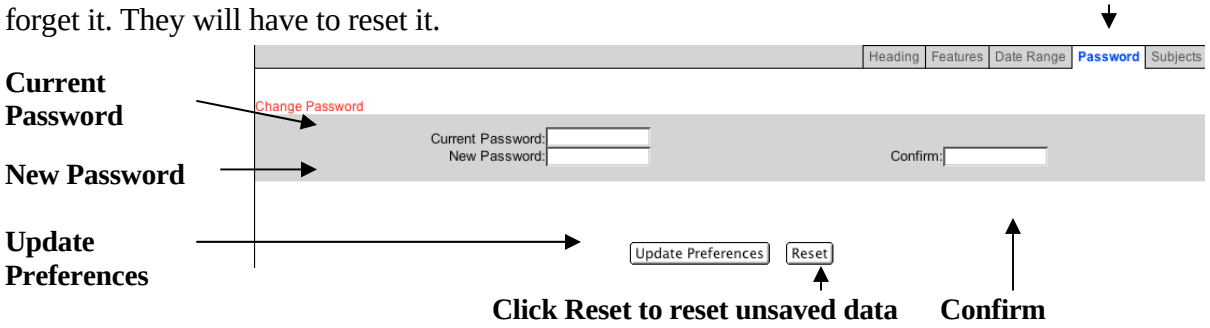
Click **Reset** to reset unsaved data.

Password

If you want to change your password, use this tab to change the password for access to your COMcenter.

1. Enter your **Current Password** in the Current Password field
2. Enter a **New Password** in the New Password field
3. Enter your **New Password again** in the "Confirm" field
4. Click the **Update Preferences** button

Your District or Building Administrator will not be able to tell you what your password is if you forget it. They will have to reset it.



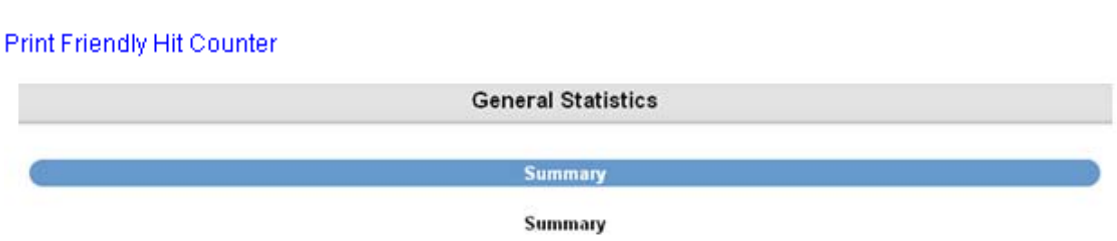
Hit Counter *(Displays current calendar year only)*

This tab displays user hits by summary and graphs for your public page by **day**, **hour**, **week** and **month.** It displays statistical summaries and graphs for pages visited, including the most popular pages visited. This displays user hits by **browser type and most used browser type** along with **platform type and most used platform.**

1. Click the **Hit Counter** tab.

2. Scroll down the Hit Counter page to view all statistical information and graphs.

3. Click the ***Print Friendly Hit Counter*** link to print pages without the following top heading:



Example of summary page:

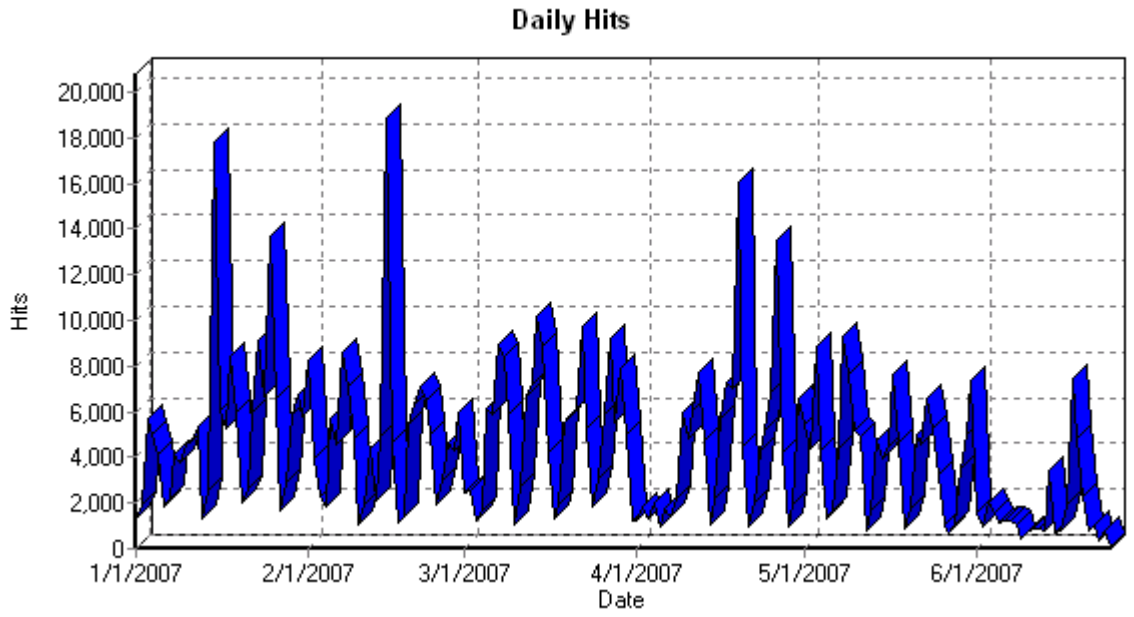
General Statistics

Summary

Summary

Hits	
Total Hits	761,653
Average Hits per Day	4,327
Average Hits per Visitor	10.50
Cached Requests	32,321
Failed Requests	216,756
Page Views	
Total Page Views	441,447
Average Page Views per Day	2,508
Average Page Views per Visitor	6.09
Visitors	
Total Visitors	72,504
Average Visitors per Day	411
Total Unique IPs	15,244

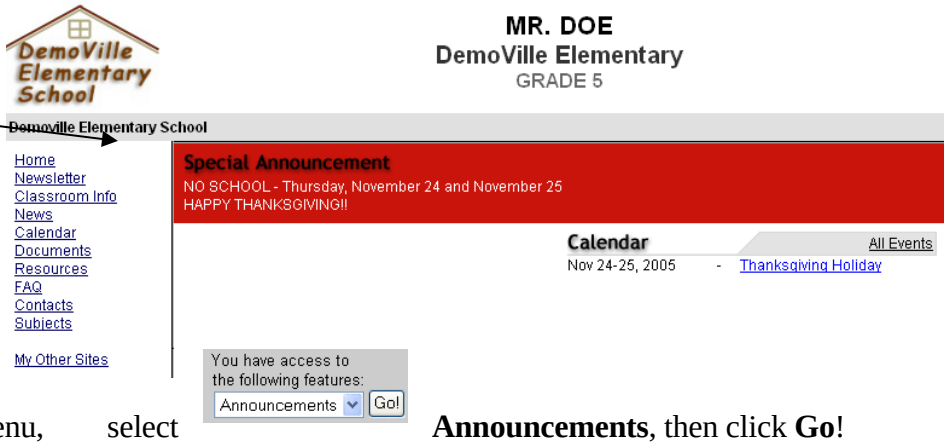
Example of Daily Hits Graph:



Special Announcements

This feature provides an area on the main page to display a special announcement. It is hidden on the main page when not being used. When there is a current **Special Announcement**, a bar will appear across the main page containing the information. Multiple announcements are allowed.

Example: Special Announcement



Announcements

From the features drop down menu, select **Announcements**, then click **Go**!

Add an Announcement

Click the **Add Announcements** tab.

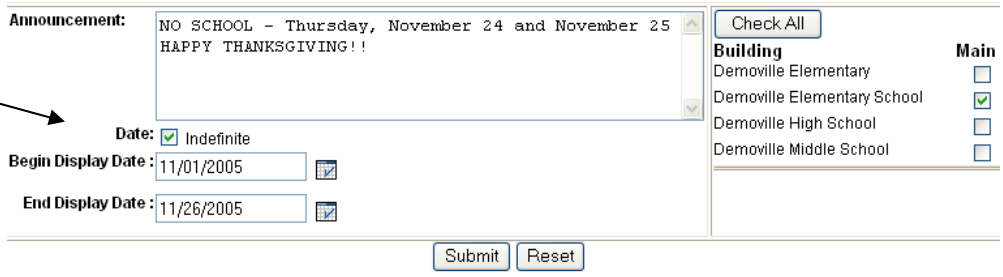
Users have an option to create a brief summary of the article entered into the 'Excerpt' area. The brief summary will display on the home page. If no brief summary is inserted the first sentence will show up on the homepage. The full contents of the announcement is entered into the "Announcement" area. It the announcement is more than one sentence long (based on a period) or if the announcement has a brief summary, there will be a full story link to open a pop-up window to show the full announcement. The display of announcements displays when Date: Indefinite is checked or is date driven with begin and end dates. Begin and end dates may be entered directly into the boxes (MM/DD/YYYY – 10/29/2004) or entered by clicking on the calendar icon and selecting the dates from the popup calendar. An announcement is added to a website based upon the "Begin Display Date" and the "End Display Date". If an announcement is to start on Thursday, the announcement will be added at midnight between Wednesday and Thursday.

Optional:

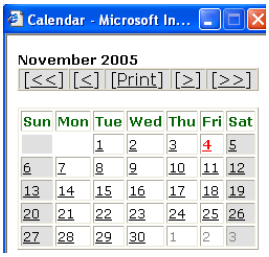
Enter brief summary into **Excerpt** text box

1. Enter **Announcement** in Announcement text box

2. (Optional) **Date: Indefinite** to override the Calendar Window date range as setup in Preferences.



3. Enter Begin and End Display Dates
Or Click on **Calendar icon** to select date/s.



4. Click **Submit** to save, Or Reset to cancel.

5. Check the **Building** site or Check All.

Editing an Announcement

Click the **Announcements Index** tab.

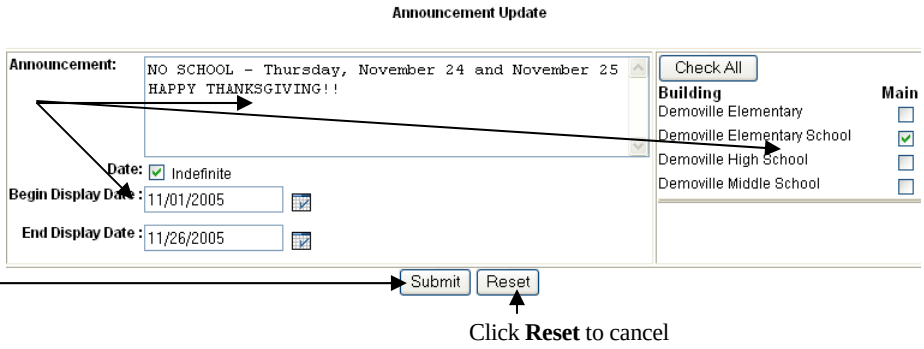
The "Announcements Index" page shows all announcements currently on the system. To the left of an announcement listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking the pencil will open the event and allow it to be edited and resubmitted.** These icons are used throughout the iShareInfo COMcenter to do the same work. The text of the announcement, begin or end dates, or display location are changed here. After changes are complete, click the "Submit" button. All changes are applied to the public pages immediately.

Note: If you have more than one announcement, click **Active** to make that announcement active. **Only one announcement can be active at a time.** Click **Update** to save.

1. To **Edit,** click on **pencil** icon for selected Announcement.

2. Edit your announcement.

3. Click **Submit** to save changes.



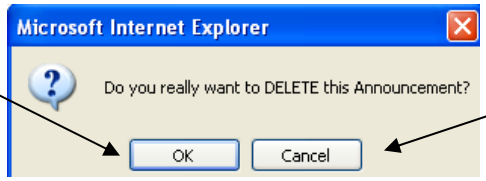
Deleting an Announcement

Click the **Announcements Index** to delete an announcement.

The "Announcements Index" page shows all announcements currently on the system. To the left of an announcement listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking the X will delete the announcement.**

1. Click the **'X'** next to the announcement to be deleted.

2. Click **OK** to delete the announcement.



Note: Click Cancel if you do not want to delete the selected announcement.

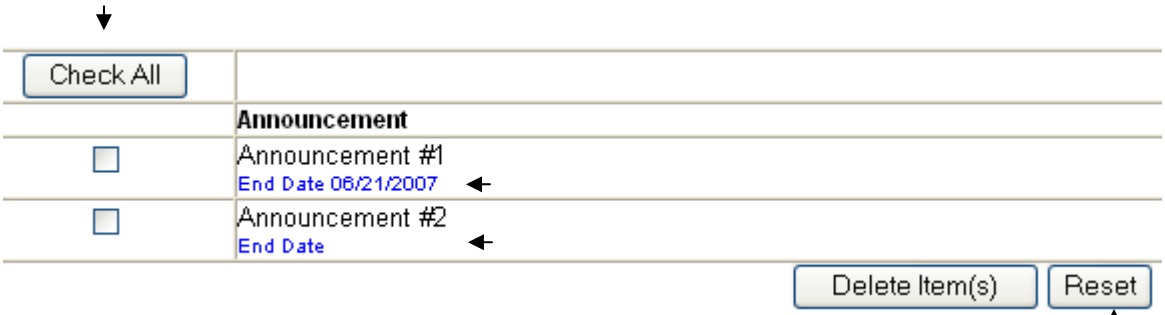
Note: This function should be used with caution. Items that are deleted cannot be recovered.

Multi Delete Announcements

Click the **Multi Delete** tab.

There is a "Multi Delete" tab for deleting more than one announcement at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the check all button will select all items on the page. After selecting the items to be deleted, click the "Delete Item(s)" button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.** However, deleting is a good idea for management purposes.

1. Click **Check All** or click the **boxes** next to the announcements to be deleted.



Click **Delete Item(s)**

To cancel, click **Reset**

Note: Announcement #1 - End Date 06/21/2007 is the End Display Date entered when added.
Announcement #2 - End Date (Indefinite Date) no Begin or End Display Date entered.

Calendar

From the features drop down menu,

select **Calendar**, click **Go!**

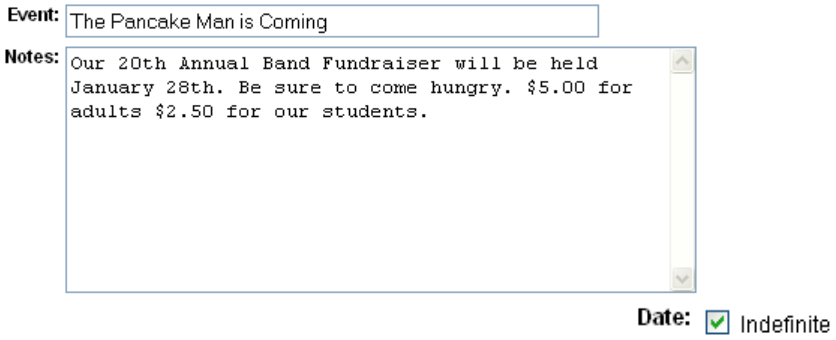
Calendar events are displayed on the main page and/or the calendar page. This choice is made when the event is entered.

Add a Calendar Event

Click the **Add Calendar** tab.

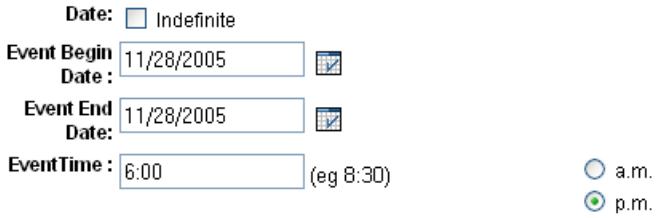
This will bring up the screen to enter all relevant information for one calendar event.

1. Enter the **Event** title and **Notes** for the event.

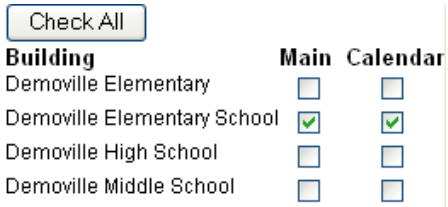

Event:
The Pancake Man is Coming
Notes:
Our 20th Annual Band Fundraiser will be held January 28th. Be sure to come hungry. $5.00 for adults $2.50 for our students.
Date:
Indefinite

2. Check the **Date Indefinite box** only if you want to override the Calendar Window date range as setup in Preferences. Note: this only affects the Calendar Event on the front page.

3. Enter an **Event Begin Date** and an **Event End Date** by clicking the small calendar icon by each date box and selecting the correct date. Begin and end dates may also be entered directly into the boxes (MM/DD/YYYY – 11/30/2005). These dates are not display dates. They are the actual dates of the event. A time may be added in the **Event Time** field.



4. Select the location on the site **Main** and/or **Calendar** on which you would like the event to be displayed.



5. Click **Submit** to save or **Reset** to cancel.

The following message will display:

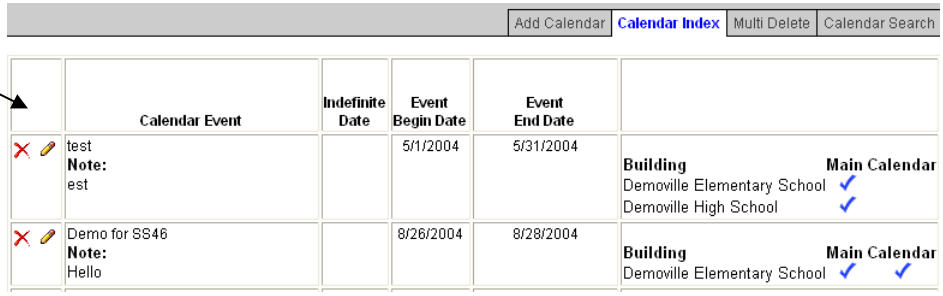
A Calendar item has been added.

Editing a Calendar Event

Click the **Calendar Index** tab.

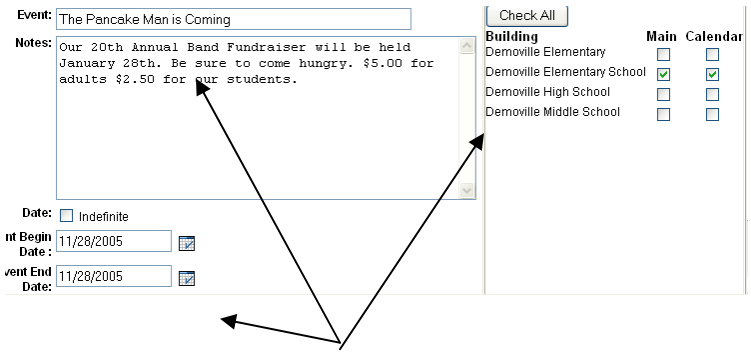
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). Clicking on the "X" will delete only that item. **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.** These icons are used throughout the iShareInfo COMcenter to do the same type of work.

Note: These icons are used throughout the iShareInfo COMcenter to do the same type of work.



1. Click the **pencil** to edit.

2. Make changes to any of the displayed fields.
Ex: Event, Notes, Date, etc.



The text of the event, event begin/end dates, or display location are changed here.

3. When changes are complete, click **Submit** to save, Reset to cancel.

The following message will display:

A Calendar item has been updated.

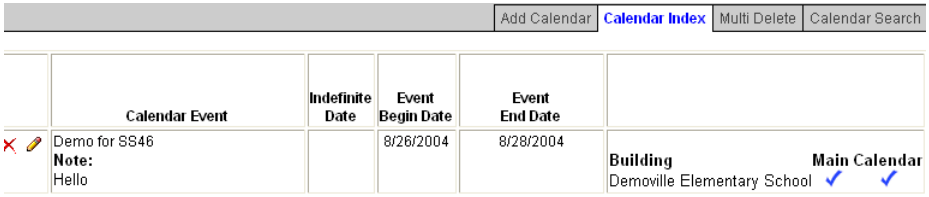
Note: All changes are applied to the public pages immediately. (refresh the public page to view changes)

Deleting a Calendar Event

Click the **Calendar Index** tab.

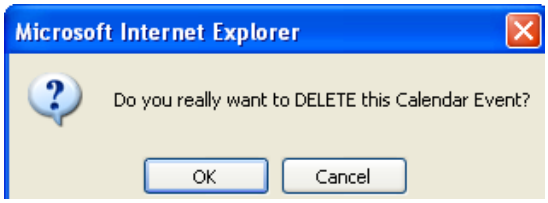
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the red X will delete only that item.** Clicking on the pencil will open the listing and allow it to be edited and resubmitted. These icons are used throughout the iShareInfo COMcenter to do the same type of work.

1. Click the **X**



Clicking the delete icon in front of the event will open the following dialog box:

2. Click **OK** to delete, **Cancel** to cancel.

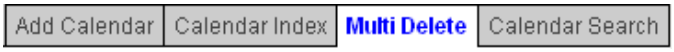


The following message will display:

Calendar Item(s) has been deleted.

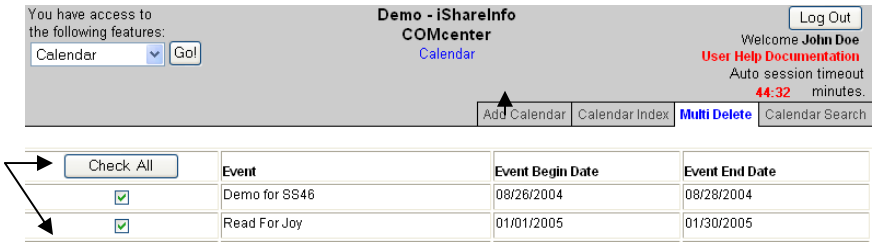
Multi Delete Calendar Events

Click the **Multi Delete** tab.

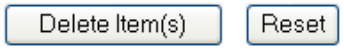


There is a **Multi Delete** tab for deleting more than one event at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the check all button will select all items on the page. After selecting the items to be deleted click the **Delete Item(s)** button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.** However, deleting is a good idea for management purposes.

1. Click **Check All** or click the **boxes** next to the announcements to be deleted.



2. Click **Delete Item(s)**



The following message will display:

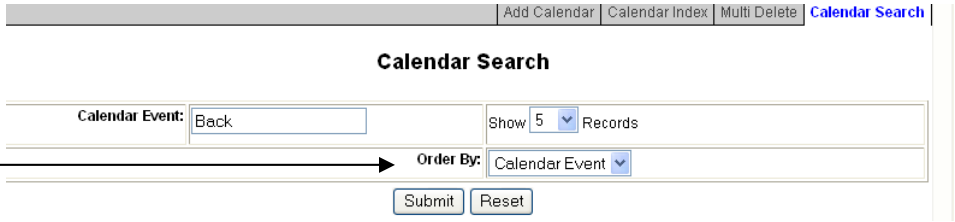
Calendar Item(s) has been deleted.

Calendar Search

Click the **Calendar Search** tab.

The **Calendar Search** allows you to search the list of calendar events by keywords. If the search function finds matches to the search criteria, they are displayed on the calendar index page. You can search for a calendar event either by Calendar Event or Begin Date.

1. Select Order By either **Calendar Event** or **Begin Date.**



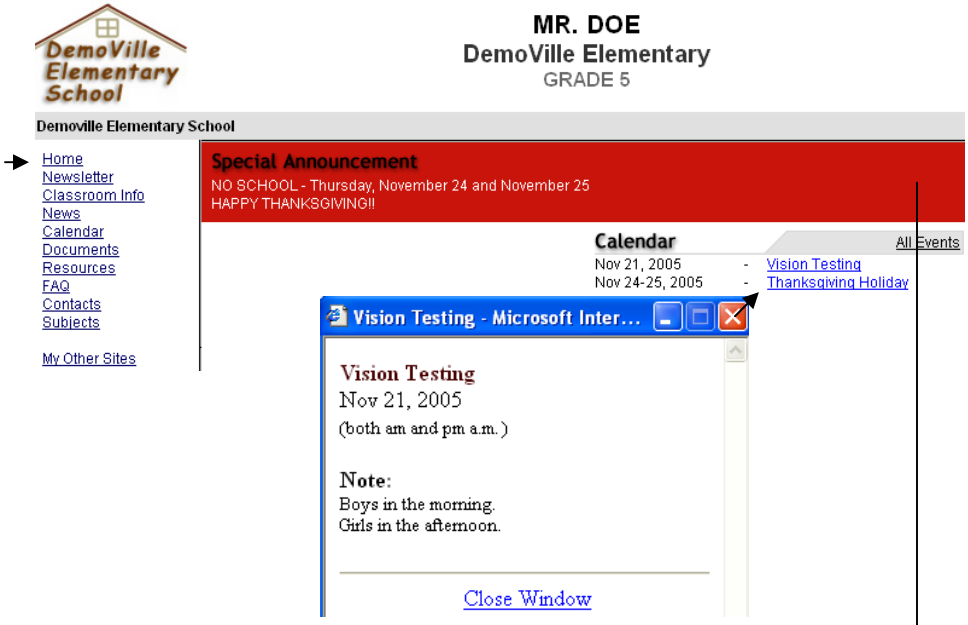
2. If ordering by calendar event, enter **Calendar Event** name. (can use beginning first word if it is unique) If ordering by Begin Date, simply select Begin Date from **Order By** drop down.

3. From **Show Records** drop down list, select 5, 10, 20, 30, 40 or 50.

4. Click **Submit** to save, **Reset** to cancel.

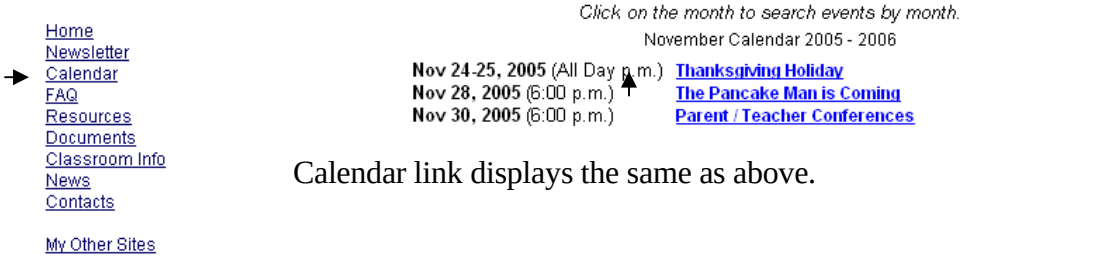
Calendar Public Page Examples

Click **Home** link to view this page



All Events link will display all events, for the current school year, Aug – July.

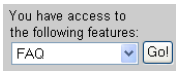
Click on the month to search events by month.


Home
Newsletter
Calendar
FAQ
Resources
Documents
Classroom Info
News
Contacts
My Other Sites
Calendar
Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Entire Year
Click on the month to search events by month.
November Calendar 2005 - 2006
Nov 24-25, 2005 (All Day p.m.) Thanksgiving Holiday
Nov 28, 2005 (6:00 p.m.) The Pancake Man is Coming
Nov 30, 2005 (6:00 p.m.) Parent / Teacher Conferences

Calendar link displays the same as above.

FAQ

The FAQ feature allows the user to create a list of questions and answers. The very first time this page opens, a message will be displayed that says there are no categories. In order to use this feature at least one category will have to be added.

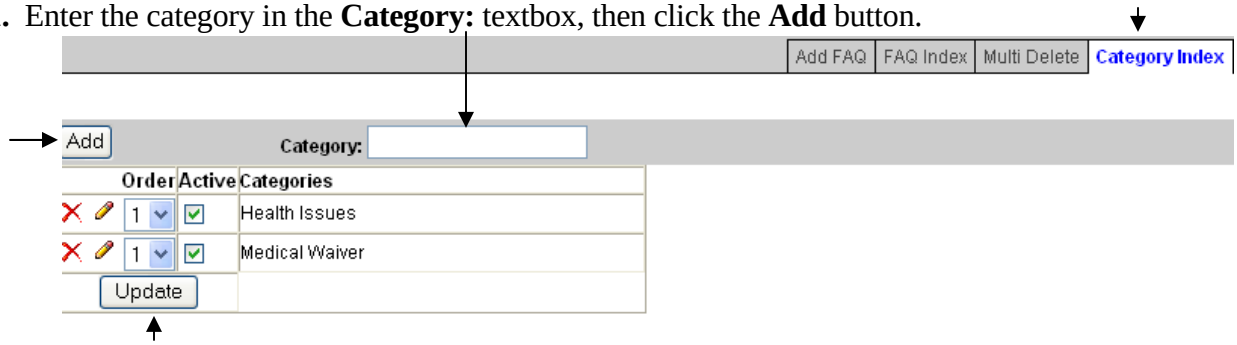
From the Features drop down menu, 

Select **FAQ,** click **Go!**

Add a Category

Click the **Category Index** tab.

1. Enter the category in the **Category:** textbox, then click the **Add** button.



2. Select the **Order**, check the **Active** box to display, click **Update**.

Click the **Category Index** to see the current list of categories. This view shows the order in which categories will be displayed on the FAQ page. The display order is selected from a drop down menu in the **Order** column. The next column is the **Active** checkbox. This check box allows FAQs to be added as time allows and make them visible or active on the page at a later date.

Note: the category link will not display on the public page if there is not any content.

Edit a Category

You would edit a category to change the name.

1. Click the **pencil** icon.

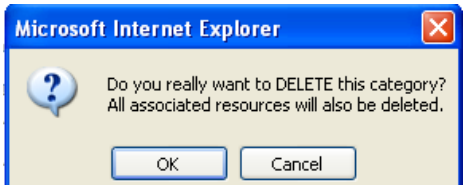
2. Enter **Category Title**, click **Update.**

Delete a Category

You would delete a category that you no longer want to use.

1. Click the **red X.**

2. Click **OK** to confirm deleting the category.

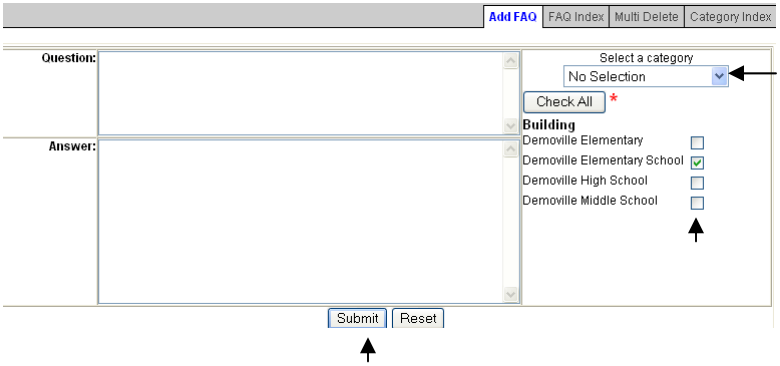

Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated resources will also be deleted.
OK
Cancel

Note: When deleting a category, all associated resources will also be deleted.

Add an FAQ

Click the **Add FAQ** tab.

1. Select a **Category**
2. Enter the **Question**
3. Enter the **Answer**
4. Select the **building(s)** on which you want the FAQ to appear.
5. Click **Submit** to save, **Reset** to cancel.



The following message will display:

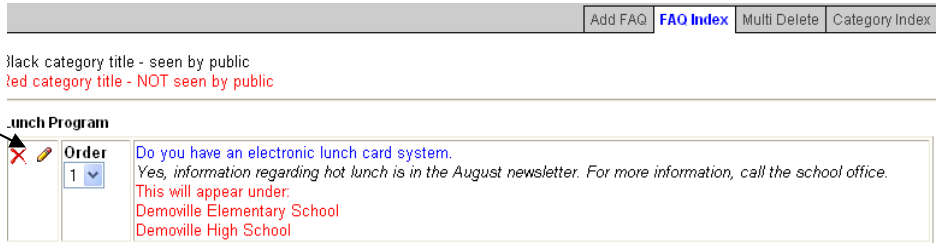
FAQ item has been added.

Edit a FAQ

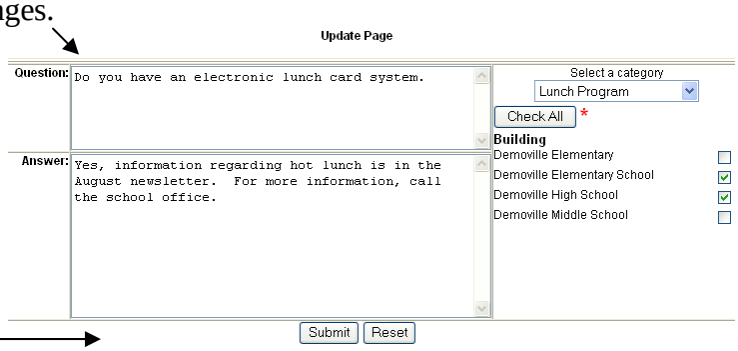
Click the **FAQ Index** tab.

The **FAQ Index** page displays the current FAQ categories and the questions and answers assigned to each category. To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). Clicking on the red **X** will delete only that entry. **Clicking on the pencil will open the entry and allow it to be edited and resubmitted.**

1. Click the **pencil icon** next to the select FAQ.


Add FAQ
FAQ Index
Multi Delete
Category Index
lack category title - seen by public
ed category title - NOT seen by public
unch Program
Order
1
Do you have an electronic lunch card system.
Yes, information regarding hot lunch is in the August newsletter. For more information, call the school office.
This will appear under:
Demoville Elementary School
Demoville High School

2. On the **Update Page,** make any changes.



3. Click **Submit** to save, **Reset** to cancel.

The following will display:

FAQ item has been updated.

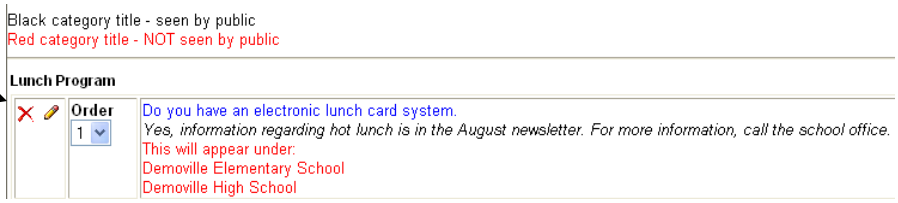
Note: All changes are applied to the public pages immediately. (refresh the public page to view changes)

Deleting a FAQ

Click the **FAQ Index** tab.

To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the red X will delete only that item.** Clicking on the pencil will open the listing and allow it to be edited and resubmitted. These icons are used throughout the iShareInfo COMcenter to do the same type of work.

1. Click the **X**


Black category title - seen by public
Red category title - NOT seen by public
Lunch Program
Order
1
Do you have an electronic lunch card system.
Yes, information regarding hot lunch is in the August newsletter. For more information, call the school office.
This will appear under:
Demoville Elementary School
Demoville High School

2. Click **OK** to delete the FAQ

The following message will display:

FAQ Item(s) has been deleted.

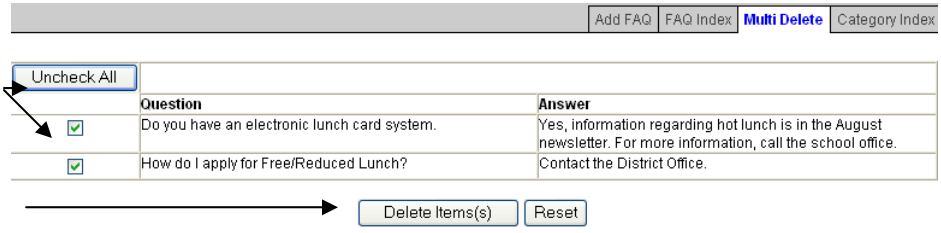
Multi Delete FAQ's

Click the **Multi Delete** tab.

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted, click the **Delete Item(s)** button. **All selected items will be deleted. This function should be used with caution. Items that are deleted cannot be recovered.** However, deleting is a good idea for management purposes.

1. Click the **Check All** or the **individual check box.**

2. Click **Delete Item(s)** to delete, Reset to cancel.



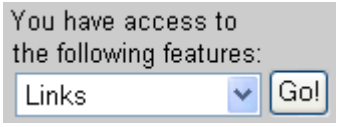
The following message will display:

FAQ Item(s) has been deleted.

Links

The information listed in the Links section are web-based links. They are categorized by the teacher or staff to fit their needs. Links under each category will be alphabetized when they are displayed on the "Links" page.

From the Features drop down menu, select **Links**, click **Go!**



Category Index

Click the **Category Index** tab.

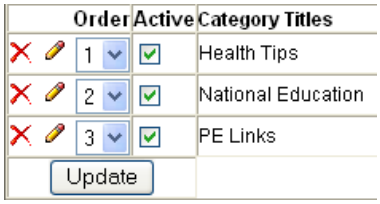
Add a Category

The first time the **Links** feature is opened in the COMcenter, a message will appear stating that there are no categories currently entered. To add a category for the first time or to add to an existing list, select the **Category Index** tab. Enter the **Category Title** in the text box and click the **Add** button. This will add the category to the category index.

1. Enter the **Category Title**
2. Click **Add**

The **Category Index** tab will display all of the current categories that have been created. It also shows the order in which they will be displayed. The order is selected from a drop down box in the **Order** column. The next column is the **Active** selection checkbox. Categories can be added at any time and made available by selecting the active box. To add a new category, enter it in the empty box titled **Category Title:** and click the **Add** button, as shown above.

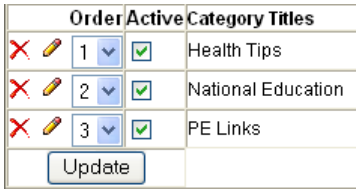
1. Select **Order** from drop down list.
2. Check the **Active** box to make the category available.
3. Click **Update.**



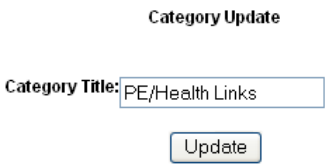
Edit a Category

You would edit a category to change the title.

1. Click the **pencil** icon.



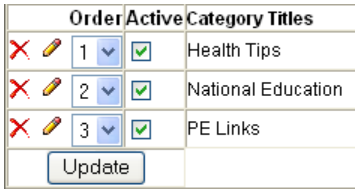
2. Enter the **title change**, click **Update.**



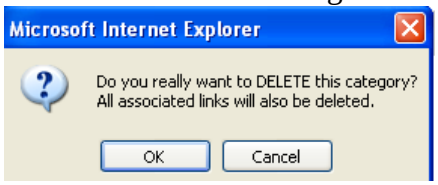
Delete a Category

You would delete a category that you no longer want.

1. Click the **red X.**



2. Click **OK** to confirm deleting the category.


Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated links will also be deleted.
OK
Cancel

Add a Link

1. Click the **Add Links** tab.

2. Enter **Title, URL**, and **Description.**

3. Select the **building(s)** on which you want the link to appear.

4. Select a **Category.**

5. Click **Submit** to save, Reset to cancel.
The following message will display:
Link item has been added.

Edit a Link

Click on **Links Index** to edit a link.

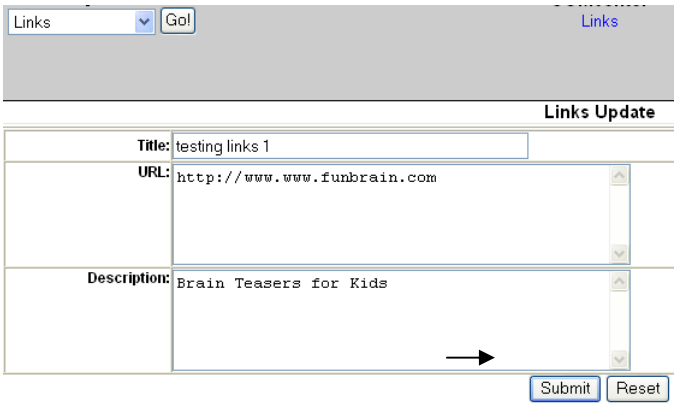
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.**

Links index page

1. Click the **pencil** icon.

2. Make changes on the **Links Update** page.

3. Click **Submit** to save, Reset to cancel.



The following message will display:
Link item has been updated.

Note:

- When entering the URL, be sure to include the entire string. For example, http://www.cnn.com
- The **Description** should provide a brief description of the content and purpose of the link page.
- All changes are applied to the public pages immediately. Refresh to view changes.

Deleting a Link entry

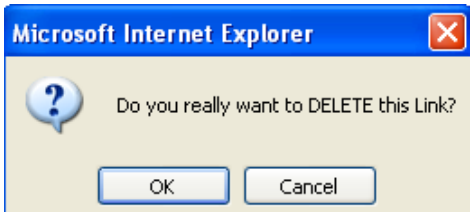
Click on **Links Index** to edit a resource.

Clicking the **X** icon in front of the item will delete that item and display a message asking if you really want to delete this link.

Link index page

1.Click the **X** icon.

2. Click **OK** to delete the link.



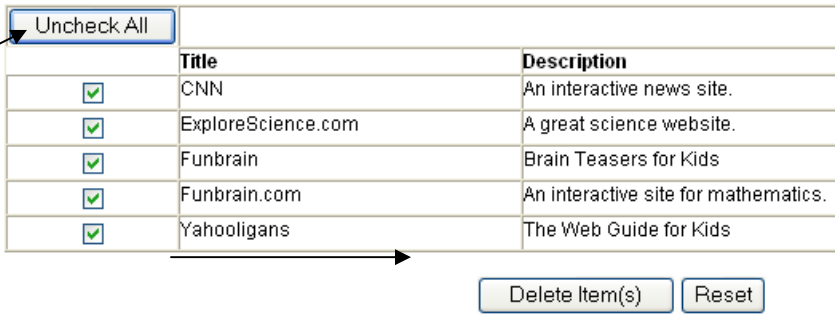
The following message will display:

Link Item(s) has been deleted.

Multi Delete Links

Click on **Multi Delete** tab to delete multiple links.

1. Click **Check All** or click the **box** to select an individual link to delete.



2. Click **Delete Item(s)** to delete or **Reset** to cancel.

The following message will display:

Link Item(s) has been deleted.

Note: Once they are deleted, they cannot be recovered.

Documents

An exciting and powerful feature of iShareinfo.org is the ability to make a variety of documents available to students and parents. The documents can be any format appropriate for student/parent use. They might be Adobe PDF files, MS Word/Excel documents, or a small audio/video file. Whatever format is used be sure that the 'user' can download, or open the file.

From the Features drop down menu, select **Documents**, click **Go!**

Click the **Documents Index** tab.

The very first time this page opens, a message will be displayed that says there are no categories. In order to use this feature, at least one category will have to be added.

Adding a Category

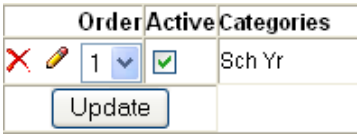
1. Enter the **Category Title.**
2. Click **Add.**

The **Category Index** tab will display all of the current categories that have been created. It also shows the order in which they will be displayed. The order is selected from a drop down box in the **Order** column. The next column is the **Active** selection checkbox. Categories can be added at any time and made available by selecting the active box. To add a new category, enter it in the empty box titled **Category Title:** and click the **Add** button, as shown above.

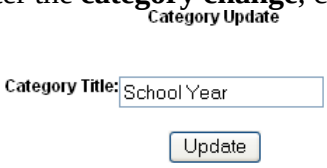
3. Select **Order** from drop down list.
4. Check the **Active** box to make the category available.
5. Click **Update.**

Editing a Category

1. Click the **pencil** icon.

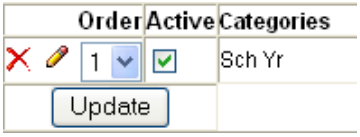


2. Enter the **category change**, click **Update.**

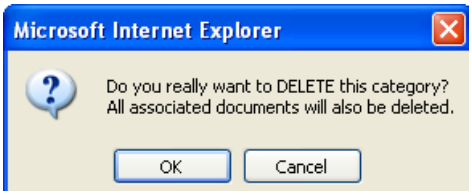


Delete a Document Category

1. Click the **red X.**



2. Click **OK** to confirm deleting the category.


Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated documents will also be deleted.
OK
Cancel

Note: When you delete a document category, all associated documents will also be deleted.

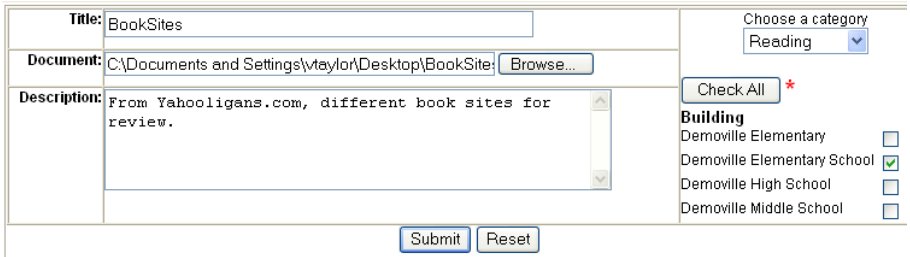
Add a Document

Click the **Add. Documents** tab.

1. Enter **Title.**

2. Click **Browse** to navigate your hard drive and select the file on the computer.

3. Enter a **Description** for the document. The title and description are displayed on the public **Documents** page along with a link to the document.



4. Select the **Building(s)** on which you want the resource to appear.

5. Select a **Category.**

6. Click **Submit** to save, Reset to cancel.

The following message will display:

Document item has been added.

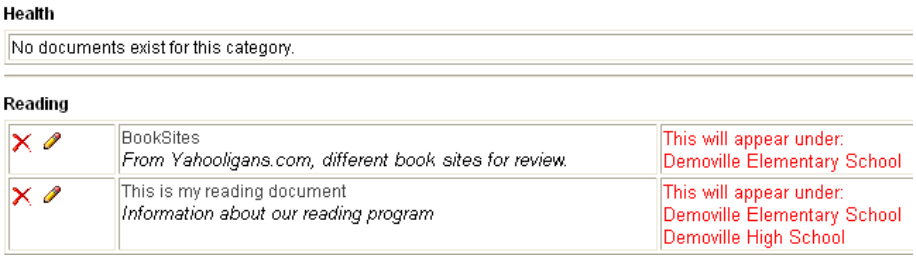
Note: The documents are alphabetized when they are displayed on the public **Documents** page.

Editing a Document

Click on the **Documents Index** tab.

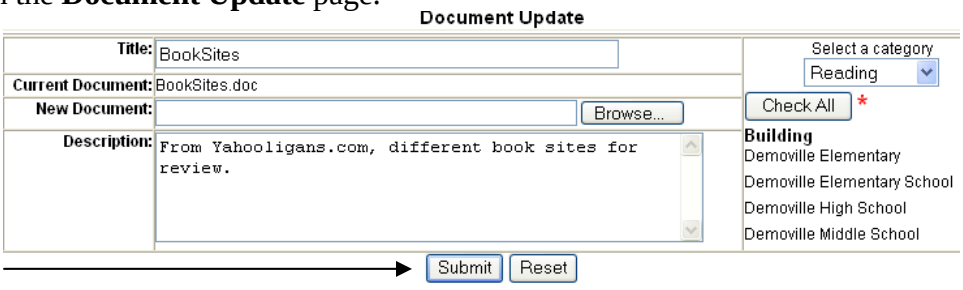
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). Clicking on the red **X** will delete only that item. **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.** These icons are used throughout the iShareInfo COMcenter to do the same type of work.

Note: If a category does not have a document/s, it will display as shown:



1. Click on the **pencil** icon.

2. Make changes on the **Document Update** page.



3. Click **Submit** to save, Reset to cancel.

Note:

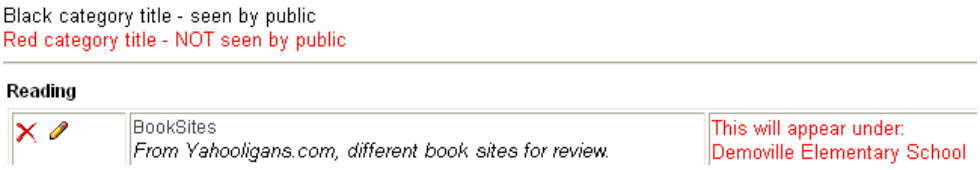
- The **Description** should provide a brief description of the content and purpose of the document page.
- All changes are applied to the public pages immediately. Refresh to view changes.

Deleting a Document

Click the **Documents Index** tab.

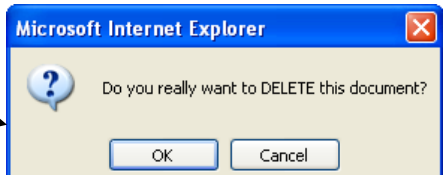
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the "X" will delete only that item.**

1. Click the **X.**


Black category title - seen by public
Red category title - NOT seen by public
Reading
BookSites
From Yahooligans.com, different book sites for review.
This will appear under:
Demoville Elementary School

From the **Documents Index** page, clicking the delete icon in front of the item will open a dialog box. Click "OK" to confirm the deletion of that one document.

2. Click **OK** to confirm.



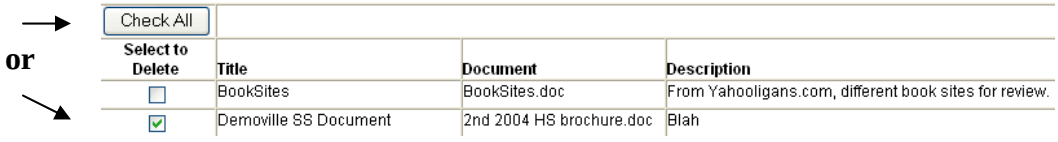
The following message will display:

Document Item(s) has been deleted.

Multi Delete Documents

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by selecting the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted, click the **Delete Item(s)** button. **All selected items will be deleted. This function should be used with caution. Items that are deleted cannot be recovered.**

1. Click **Check All** to delete all **OR** select **individual** document/s to delete.



2. Click **Delete Item(s)** to delete, click Reset to cancel.

Newsletter

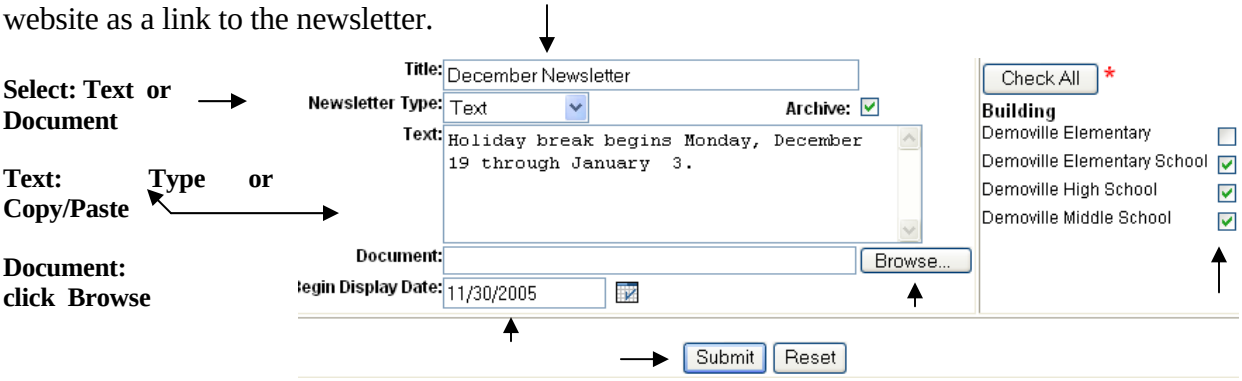
From the Features drop down list, select **Newsletter**, click **Go!**

The newsletter feature allows for the upload of a document or simple text as a newsletter for your site. Newsletters may be archived and preloaded so as to keep previous newsletters for visitors to access or to preload the newsletters to come on to the site at a future date.

Adding a Newsletter

Click on the **Add Newsletter** tab.

1. Enter a **Title** for the newsletter. This title along with the begin display date will show on the website as a link to the newsletter.



2. Select the **Newsletter Type** from the dropdown menu. Your choices are **text** or **document.**

Note: If using simple text, select the text choice and type or paste your newsletter into the text field. **If using a document such as a PDF, select the document choice and browse for the file.** Usually the file is located on your hard drive somewhere.

3. Optional: Click **Archive.**

4. Enter the **Begin Display Date** either by typing the date (8/01/2005) or by clicking the calendar icon and selecting the correct date. This is the date the newsletter will start showing on your website.

5. Select the **Building/s** for which the newsletter should be loaded.

6. Click the **Submit** button and the newsletter content will be automatically uploaded.

The following message will display:

A Newsletter item has been added.

Editing a Newsletter

Click the **Newsletter Index** tab.

To the left of a listing, there are three icons. One an X (), another is a pencil (), and the third is a magnifying glass (). Clicking on the red **X** will delete only that listing. **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.** Clicking on the magnifying glass will allow the item to be opened a viewed so as to see the contents as the visitor would see it.

1. Click the **pencil** icon to edit that item.

Clicking on the pencil icon in front of the item in the index will open the window below. Any field may be edited or changed and resubmitted. You may also archive your newsletter by selecting the **Archived** checkbox. This will move the newsletter from the main page to an archive page that will list all archived newsletters in reverse chronological order.

2. Edit or change any field.

3. Click **Submit** to save, Reset cancel.

to

The following message will display:

A Newsletter item has been updated.

Viewing an item contents, as the visitor would see it.

Click the **magnifying glass** to view an item contents.

1. Click the **magnifying glass.**

The contents of the item displays

Note: This is for viewing only, changes cannot be made here.

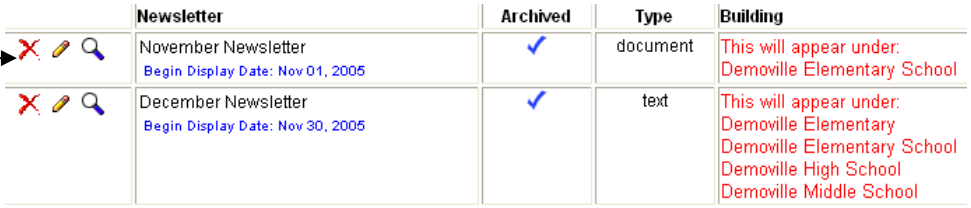
December Newsletter - Microso...
December Newsletter
Holiday break begins December 22 through January 3. The elementary buildings will be closed to the public for floor repair and cleaning.

2. To **close** the item contents, click on the red **X** in the top right corner, or click elsewhere on the page.

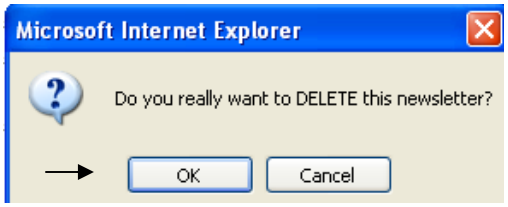
Deleting a Newsletter

Click the **Newsletter Index** tab.

1. Click the **X** icon to delete that item.



Click **OK** to confirm the deletion of that one item.



The following message will display:

Newsletter Item(s) has been deleted.

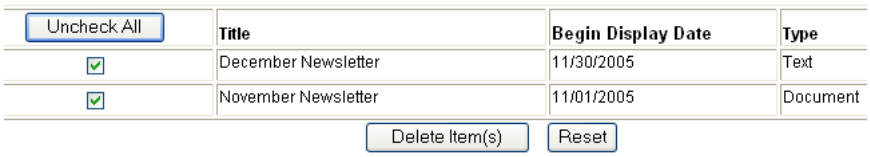
Multi Delete Newsletters

Click the **Multi Delete** tab.

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by selecting the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted, click the **Delete Item(s)** button. **All selected items will be deleted. This function should be used with caution. Items that are deleted cannot be recovered.**

1. Click **Check All** to delete all **OR** select **individual** newsletters to delete.

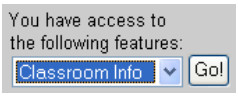
2. Click **Delete Item(s)** to delete, click Reset to cancel.



The following message will display:

Newsletter Item(s) has been deleted.

Classroom/General Information

From the Features drop down list, click **Classroom Info**, 

click **Go!**

This feature provides the user an area to cover a variety of classroom specific topics. Information might include classroom rules, grading scale, daily schedule and teacher information.

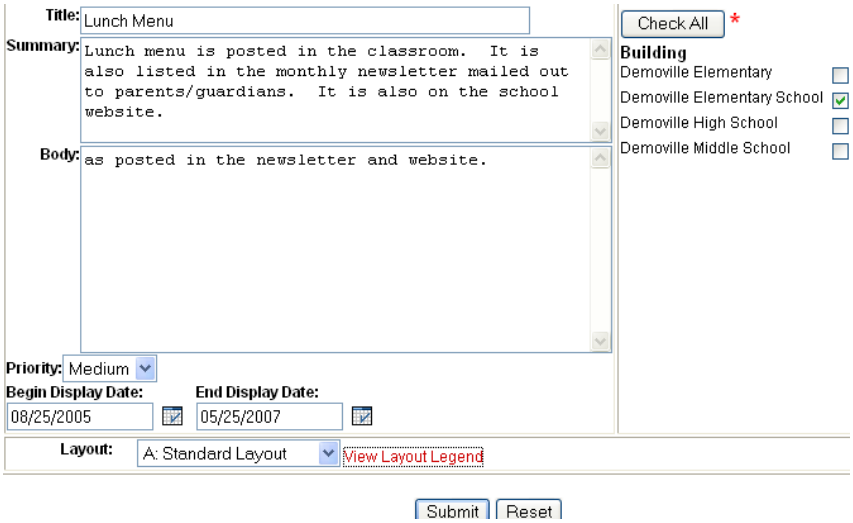
Adding a Classroom/General Information Item

To add a new entry, click the **Add Classroom/General Info** tab. This will bring up the screen to enter all the relevant information for this entry.

1. Enter the **Title, Summary**, and **Body** of the information.

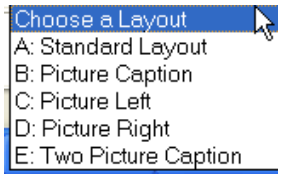
2. Select **Priority**: High, Medium or Low.
see Note: below

3. Enter **Begin Display Date** and the **End Display Date** for the event by clicking the small calendar icon by each date box and selecting the correct date. Begin and end dates may also be entered directly into the boxes (MM/DD/YYYY – 10/29/2004).

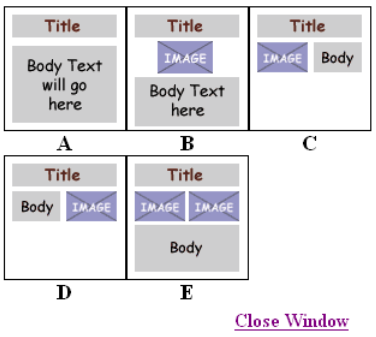


4. Place a check in the box for the **Building(s)** that will display the information.

5. Select a **Layout** for the information. This choice allows images to be included in the layout. *Images will automatically be resize.*



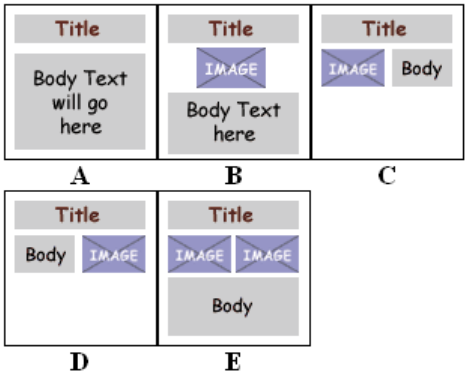
Clicking on **View Layout Legend** located next to the **Choose a Layout** drop down menu will display a window that shows the available layouts. They cannot be selected from this display. Close the new window to select a layout from the drop down menu.



Layouts (B, C, D, E) containing pictures. Images will automatically resize for better viewing purposes.

Note: Classroom information is sorted first by Priority, (High being the highest, Low being the lowest), **then Alpha by Title.**

View Layout Legend



Layouts (B, C, D, E) containing pictures. Images will automatically resize for better viewing purposes.

Close Window

At the bottom of the **Add Classroom Info** page is a drop down menu with layout choices. When a layout is selected, the appropriate number of image fields will appear. When selecting an image for the item, select the **Browse** button; navigate your hard drive to find the images to be uploaded.

You need to enter Alt Text

All image(s) are automatically resized. **In order to be ADA compliant, an Alt tag describing the image in a few words must be provided.**

If you do not enter an **Alt Text** before submitting, you will receive this message:

Note: You will also receive a similar message if you do not enter a Title, Summary, Body, Begin and End Dates and select a layout.

6. When all information is entered, click **Submit** to save, Reset to cancel.

Submit Reset

The following message will display:

A Class Info item has been added.

Editing Classroom/General Info

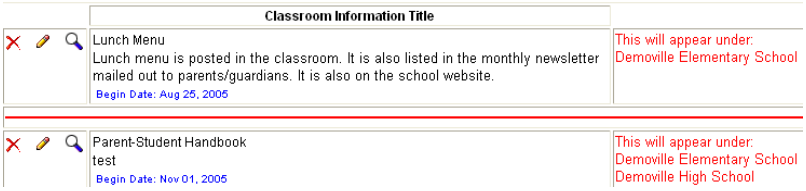
Click on **Classroom Info Index** tab.

To the left of a listing, there are three icons. One an X ( ), another is a pencil ( ), and the third is a magnifying glass ( ). Clicking on the red **X** will delete only that listing. **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.** Clicking on the magnifying glass will allow the item to be opened a viewed so as to see the contents as the visitor would see it.

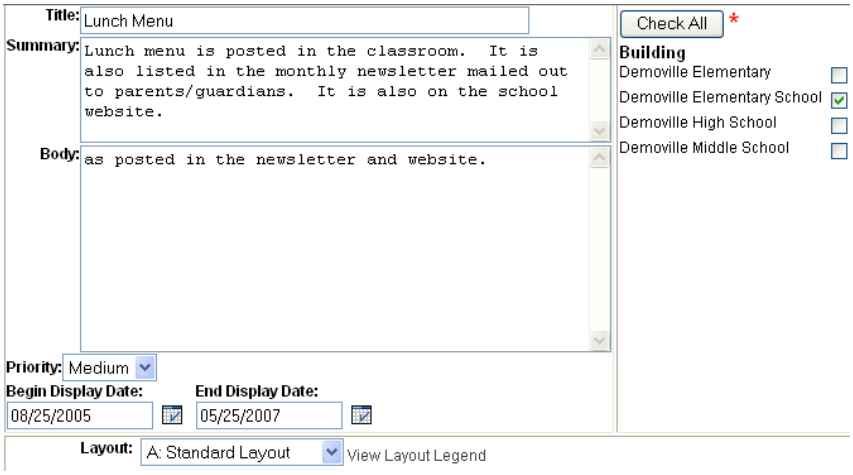
Editing a Classroom Information Entry

Clicking the pencil icon in front of the item to be edited will open the edit window. The text of the event, begin or end display dates, or display location are changed here. This is where changes to any images selected are changed. When changes are complete, click the **Submit** button. All changes are applied to the public pages immediately.

1. Click the **pencil** icon. →


Classroom Information Title
Lunch Menu
Lunch menu is posted in the classroom. It is also listed in the monthly newsletter mailed out to parents/guardians. It is also on the school website.
Begin Date: Aug 25, 2005
This will appear under:
Demoville Elementary School
Parent-Student Handbook
test
Begin Date: Nov 01, 2005
This will appear under:
Demoville Elementary School
Demoville High School

2. Make the **changes.**



3. Click **Submit** to save, Reset to cancel. →

The following message will display:

A Class item has been updated.

Viewing an item contents

Click the **Classroom Info Index** tab.

To the left of a listing, there are three icons. One an ( ), another is a pencil ( ), **and the third is a magnifying glass ( ).**

Viewing an item contents, as the visitor would see it.

Click the **magnifying glass** to view an item contents.

1. Click the **magnifying glass.**

The contents of the item displays

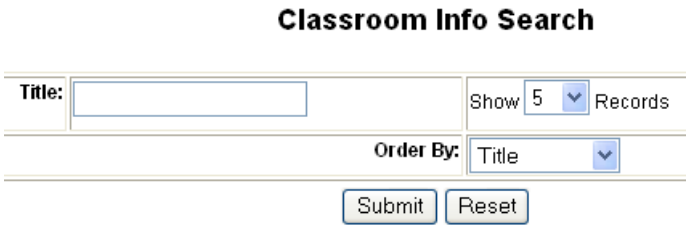
Note: This is for viewing only, changes cannot be made here.

2. To **close** the item contents, click on the red **X** in the top right corner, or click elsewhere on the page.

Classroom/General Info Search

Click the **Classroom Info Search** tab.

The **Classroom Info Search** allows you to search the title of classroom items by keyword. If the search function finds matches to the search criteria, they are displayed on the **Classroom Info** index page.



1. Enter the **Title.**

2. From **Show Records**, select 5, 10, 20, 30, 40 or 50.

3. **Order By** Title or Begin Date.

4. Click **Submit** to save, Reset to cancel.

Deleting a Classroom Info Entry

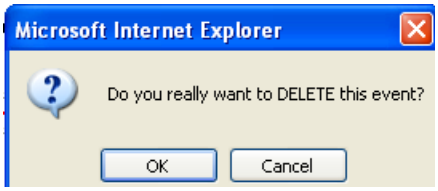
Click the **Classroom Info Index** tab.

From the **Classroom/General Info Index** page, clicking the delete icon in front of the item will open the above dialog box. Click **OK** to confirm the deleting of that one event.

1. Click the **X.**

2. To confirm, click **OK.**

3. To cancel, click **Cancel.**



The following message will display:

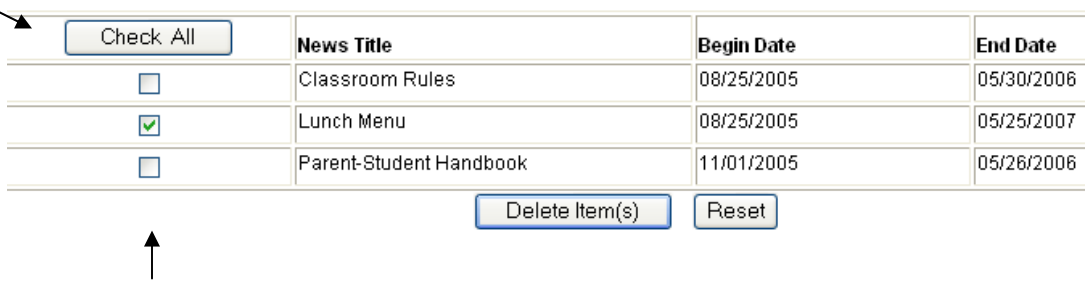
Class Info Item(s) has been deleted.

Multi Delete Classroom Info Entries

Click the **Multi Delete** tab.

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted, click the **Delete Item(s)** button. **All selected items will be deleted. This function should be used with caution. Items that are deleted cannot be recovered.**

1. Click **Check All** to delete all news titles.



2. Click **boxes** to select individual news titles.

Note: If you click Check All in error, Click Uncheck All to cancel

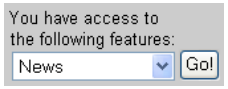
3. Click **Delete Item(s)** to delete.

4. Click **Reset** to cancel.

The following message will display:

Class Info Item(s) has been deleted.

News

From the Features drop down list, 

select **News**, click **Go!**

This feature provides a place to display information about classroom or school events. The event might not be as significant as a Feature Story event but still worth communicating to parents and others. When viewed from the public pages, the Title and Summary will be displayed on the Main page with a link to the complete story on the **News** page, or could display as a feature story.

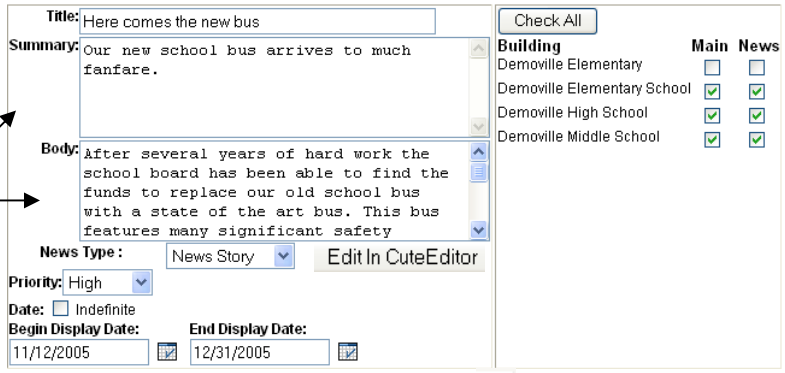
Add News

Click the **Add News** tab.

This will bring up the screen to enter all the relevant information for this entry.

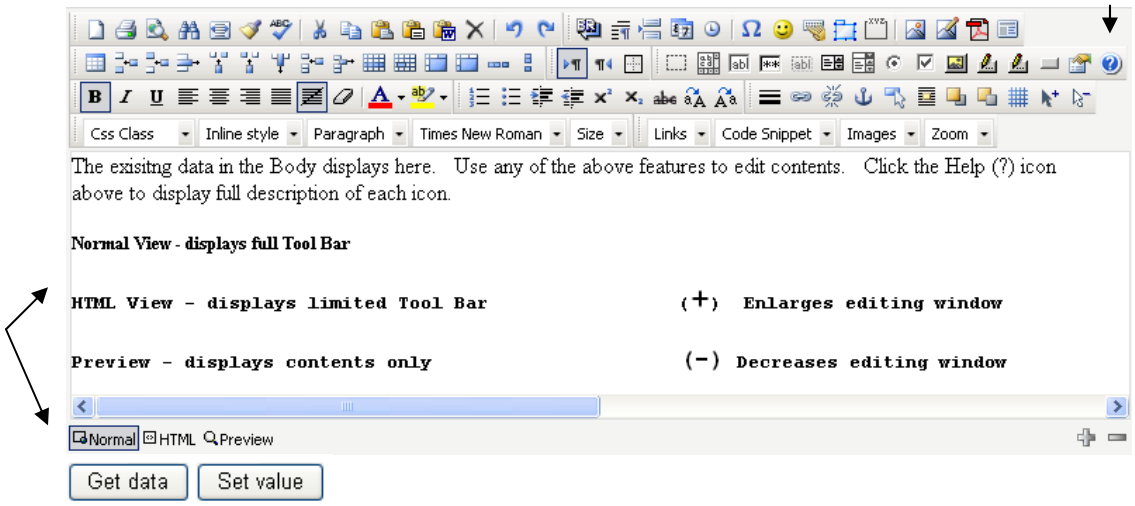
1. Enter the **Title, Summary**, and **Body** of the information.

Note: Summary is a brief description. The actual story is in the Body section.



2. Click **Edit in CuteEditor** to edit existing contents in the Body. (Basically used to format or spellcheck existing data in the Body.) An editor page will display in Normal view. Click the Help icon n the top Tool Bar, to view the **Menu/Button and Function Description** of each icon in the Tool Bar and Menu.

Edit In CuteEditor **Help icon**



2a. Get Data – After clicking the HTML view button, gets the data entered on the comcenter page if it doesn't automatically appear in the html editor window.

2b. Set Value – Click to save changes.

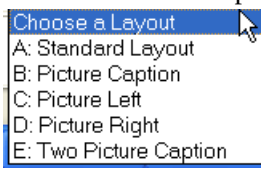
3. Select **Priority**: High, Medium or Low.

4. Check the Date Indefinite box only if you want to override the Calendar Window date range as setup in Preferences. Note: this only affects the Calendar Event on the front page.

5. Enter **Begin Display Date** and the **End Display Date** for the event by clicking the small calendar icon by each date box and selecting the correct date. Begin and end dates may also be entered directly into the boxes (MM/DD/YYYY – 10/29/2004). **Note: News stories are date sensitive.**

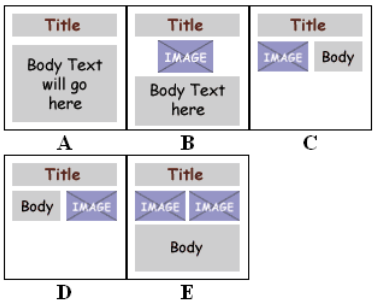
6. Place a check in the box for the **Building(s)** that will display the information and whether to place the information on the main page and/or the news page.

7. Select a **Layout** for the information. This choice allows images to be included in the layout.



Clicking on **View Layout Legend** located next to the choose Layout drop down menu will display a window that shows the available layouts. They cannot be selected from this display. Close the new window to select a layout from the drop down menu.

Note: All images are automatically resized.

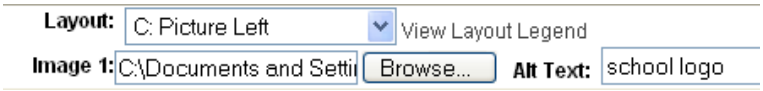


Layouts (B, C, D, E) containing pictures. Images will automatically resize for better viewing purposes.

Close Window

At the bottom of the **Add** page is a dropdown box for a format selection and the image selection box. When a format is chosen, the box changes to allow for selection of image(s), if they are to be included with the story. These are the same formats as in the **Classroom Info** section. In order to be ADA compliant an "alt" tag describing the image in a few words must be included.

8. Click **Browse** to select image/s.



9. Enter **Alt Text**; a very brief description of what the image is.

10. Click **Submit** to save, Reset to cancel.

The following message will display:

A News item has been added.

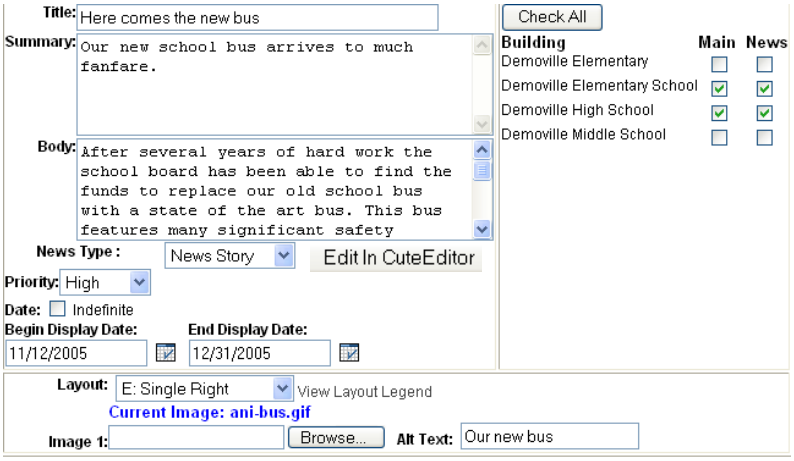
Edit a News Item

Click the **News Index** tab.

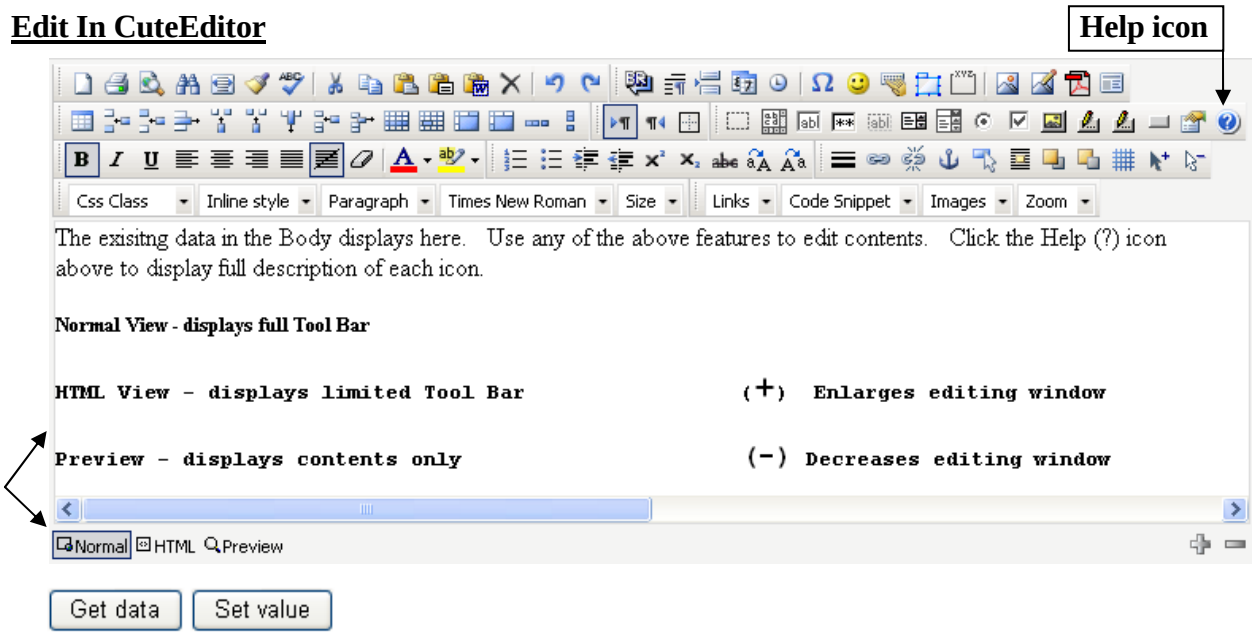
The News Index page lists the items currently in the system. To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.**

1. Make the **Changes.**

2. Click **Edit in CuteEditor** to edit existing contents in the Body. (Basically used to format or spellcheck existing data in the Body.) An editor page will display in Normal view. Click the Help icon in the top Tool Bar, to view the **Menu/Button and Function Description** of each icon in the Tool Bar and Menu.



Edit In CuteEditor


Help icon
Css Class
Inline style
Paragraph
Times New Roman
Size
Links
Code Snippet
Images
Zoom
The exisitng data in the Body displays here. Use any of the above features to edit contents. Click the Help (?) icon above to display full description of each icon.
Normal View - displays full Tool Bar
HTML View - displays limited Tool Bar
(+) Enlarges editing window
Preview - displays contents only
(-) Decreases editing window
Normal
HTML
Preview

2a. Get Data – After clicking the HTML view button, gets the data entered on the comcenter page if it doesn't automatically appear in the html editor window.

2b. Set Value – Click to save changes.

3. Click **Submit** to save, Reset to cancel.

The following message will display:

A News item has been updated.

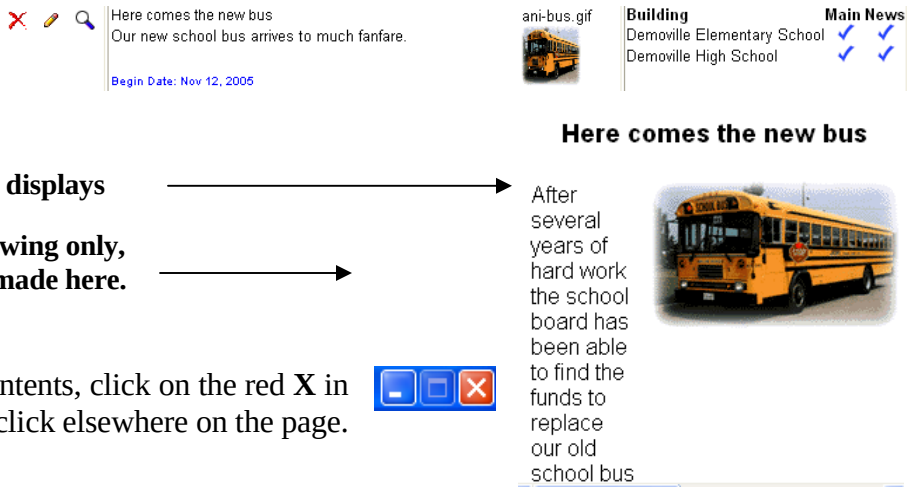
Viewing a News Index item contents

Click the **News Index** tab.

To the left of a listing, there are three icons.
One an (✕), another is a pencil ( ), **and the third is a magnifying glass ( ).**

Viewing an item contents, as the visitor would see it.

1. Click the **magnifying glass** to view an item contents.


Here comes the new bus
Our new school bus arrives to much fanfare.
Begin Date: Nov 12, 2005
ani-bus.gif
Building
Main News
Demoville Elementary School
Demoville High School
Here comes the new bus
The contents of the item displays
Note: This is for viewing only,
Changes cannot be made here.
After several years of hard work the school board has been able to find the funds to replace our old school bus

2. To **close** the item contents, click on the red **X** in the top right corner, or click elsewhere on the page.

News Search

Click the **News Search** tab.

The **News Search** allows you to search the list of News stories by keywords.

1. Enter the search phrase in the **Title** box.

2. Select from **Show Records** 5, 10, 20, 30, 40 or 50.

3. Select the **order** of display. The choices are Order By **Title** or **Begin Date**.

4. Click **Submit** to save, Reset to cancel.

If the search function finds matches to the search criteria they are displayed on the News index page.

Deleting a News Entry

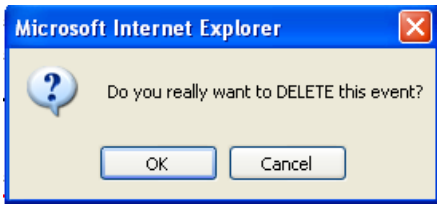
Click the **News Index** tab.

From the News index page, **clicking the delete icon in front of the item will open the above dialog box.** Click OK to confirm the deleting of that one event. Once they are deleted they are gone.

1. Click the **X**.

2. Click **OK** to confirm.

3. Click **Cancel** to cancel.



The following message will display:

News Item(s) has been deleted.

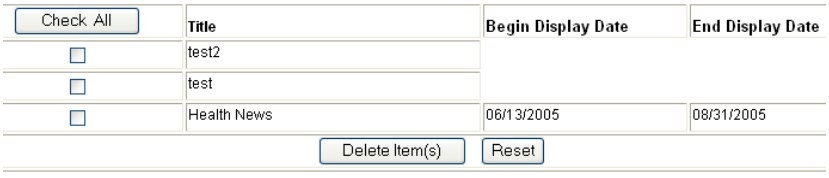
Multi Delete News

Click the **Multi Delete** tab.

There is a M**ulti Delete** tab for deleting more than one item at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted click the **Delete Item(s)** button. All selected items will be deleted. This function should be used with caution. Items that are deleted cannot be recovered.

1. Click **Check All** to delete all news titles.

2. Click **boxes** to select individual news titles.



Note: If you click Check All in error, Click Uncheck All to cancel

3. Click **Delete Item(s)** to delete.

4. Click **Reset** to cancel.

The following message will display:

Class Info Item(s) has been deleted.

Feature Story

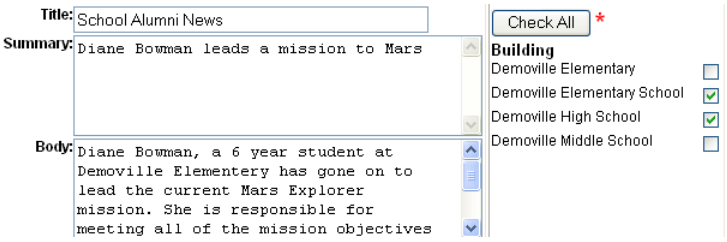
From the Features drop down list,

select **Feature Story**, Click **Go!**

Feature stories are only displayed on the main page. They are only visible within the dates selected when adding or editing the story. When there is no **Feature Story** currently scheduled, the feature disappears from the page. It is suggested that **Feature Story** use be limited to important stories so as to not overload the main page. Feature stories will automatically appear on the news page as well.

Add Feature Story

Click the **Add Feature Story** tab.


Title:
School Alumni News
Summary:
Diane Bowman leads a mission to Mars
Body:
Diane Bowman, a 6 year student at Demoville Elementery has gone on to lead the current Mars Explorer mission. She is responsible for meeting all of the mission objectives
Check All
Building
Demoville Elementary
Demoville Elementary School
Demoville High School
Demoville Middle School

1. Enter a **Title** for the story. This is the headline.

2. Enter a brief **Summary** of the story.

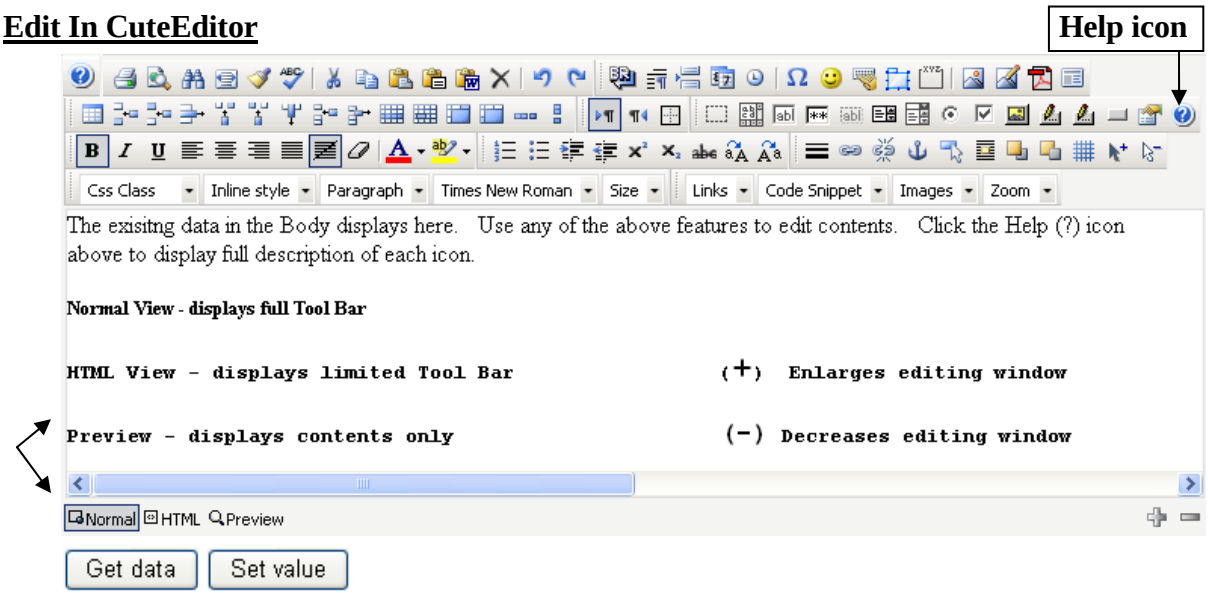
3. Enter the **Body** of the story. The story can be created in a word processor. When completed, the text may be copied and pasted into the "Body" field. Click Edit in CuteEditor to format.

4. Select the appropriate **Building(s)** on the right side of the page.

5. **Type** defaults to Feature Story.

6. Click **Edit in CuteEditor** to edit existing contents in the Body. (Basically used to format or spellcheck existing data in the Body.) An editor page will display in Normal view. Click the Help icon in the top Tool Bar, to view the **Menu/Button and Function Description** of each icon in the Tool Bar and Menu.

Edit In CuteEditor



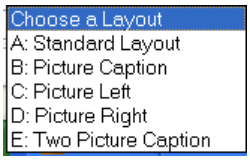
6a. Get Data – After clicking the HTML view button, gets the data entered on the comcenter page if it doesn't automatically appear in the html editor window.

6b. Set Value – Click to save change/s.

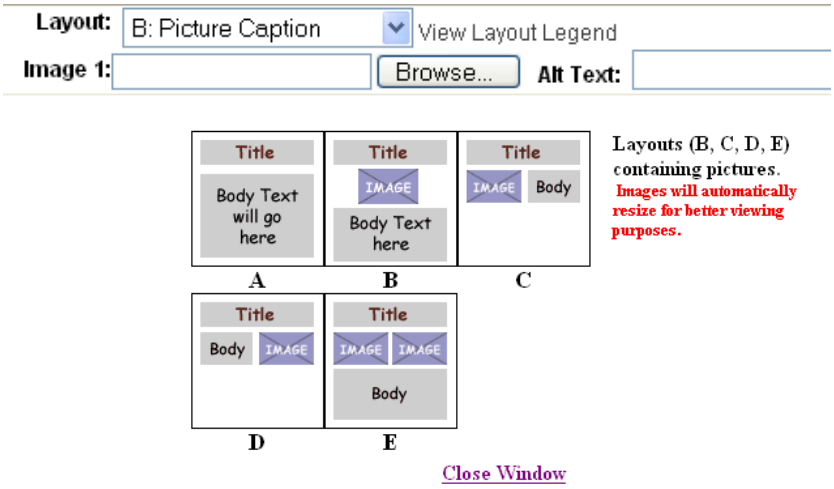
7. Selecting the **Priority** will order the stories on the main page. They will be ordered by high, medium, and low. Within each category the stories will be alphabetized

8. Select a **Begin Display Date** and an **End Display Date** for when the story will run. If a story is set to begin on Thursday, it will appear on the public page at midnight between Wednesday and Thursday.

9. Select a **Layout** for the story.



10. Once a layout is selected, ***other than the Standard Layout,*** the appropriate number of image fields will appear. **Add your images if they are required for the layout selected.** Click the browse button to navigate to the location of the images. The "alt" tag text must be entered if an image is used.



Images uploaded are automatically resized.

Note: Click the **View Layout Legend** to see the layout choices. The choice is not made from this box. It is used to show the layout choices in graphical form. Close this box to select the layout.

11. Click **Submit** to save, Reset to cancel.

The following message will display:

A Feature Story item has been added.

Note: The "Feature Story" has now been submitted and will appear on the public site when the "Begin Display Date" arrives. **Refresh** the public site to view the feature story.

Feature Story Index

Click the **Feature Story Index** tab

The **Feature Story Index** page displays all stories entered. To the left of a listing, there are three icons, along with one check box. One of the icons is an X ( ), the other is a pencil ( ), and the third is a magnifying glass ( ). **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.**

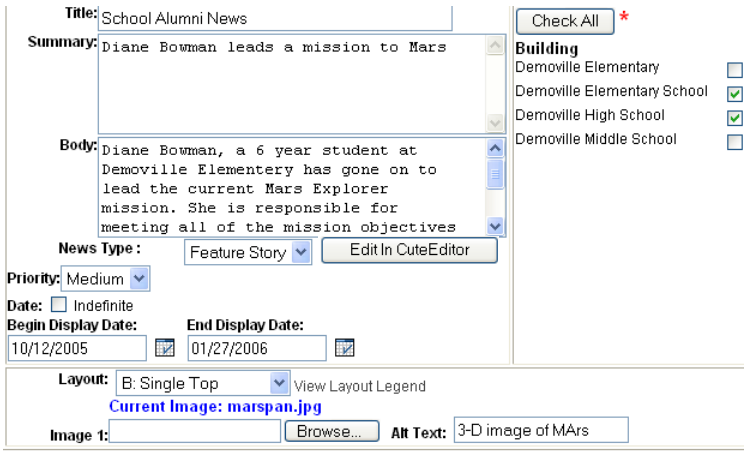
NOTE: Click the check box to display the full feature story on the public page.

Editing an Entry

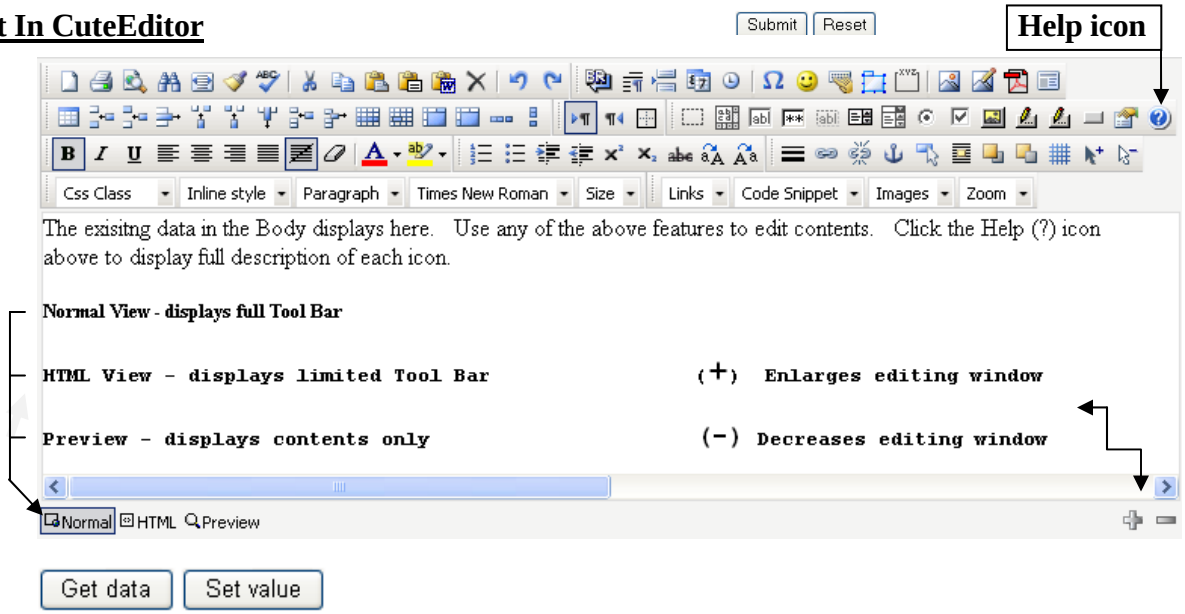
1. Click the **pencil icon** to display the edit page.

2. Make your **changes**.

3. Click **Edit in CuteEditor** to edit existing contents in the Body. (Basically used to format or spellcheck existing data in the **Body**.) An editor page will display in Normal view. Click the Help icon in the top Tool Bar, to view the **Menu/Button and Function Description** of each icon in the Tool Bar and Menu.



Edit In CuteEditor



3a. Get Data – After clicking the HTML view button, gets the data entered on the comcenter page if it doesn't automatically appear in the html editor window.

3b. Set Value – Click to save changes.

4. Click **Submit** to save, Reset to cancel.
The following message will display:
A Feature Story item has been updated.

Note: All changes are applied to the public pages immediately. Refresh the public page to view immediate changes/updates

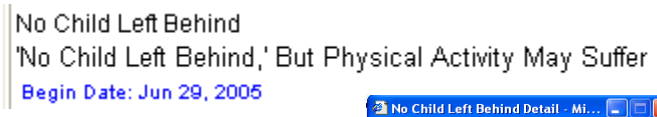
Viewing a News Index item contents, as the visitor would see it.

Click the **Feature Story Index** tab.

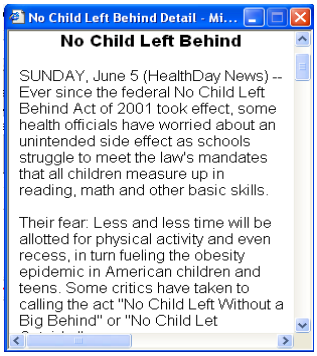
To the left of a listing, there are four icons.

One an (✕), another is a pencil (✎),a checkbox ☑ **and the fourth is a magnifying glass (🔍).**

1. Click the **magnifying glass.** →



The contents of the item displays →

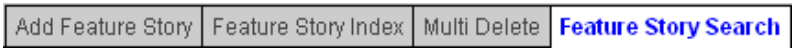

No Child Left Behind Detail - Mi...
No Child Left Behind
SUNDAY, June 5 (HealthDay News) -- Ever since the federal No Child Left Behind Act of 2001 took effect, some health officials have worried about an unintended side effect as schools struggle to meet the law's mandates that all children measure up in reading, math and other basic skills.
Their fear: Less and less time will be allotted for physical activity and even recess, in turn fueling the obesity epidemic in American children and teens. Some critics have taken to calling the act "No Child Left Without a Big Behind" or "No Child Let

Note: This is for viewing only, Changes cannot be made here. →

2. To **close** the item contents, click on the red **X** in the top right corner, or click elsewhere on the page.

3. Click the check box ☑ and select update to make this item a full page feature story.
The story you select will appear on your page as a full story.

Feature Story Search



Click the **Feature Story Search** tab.

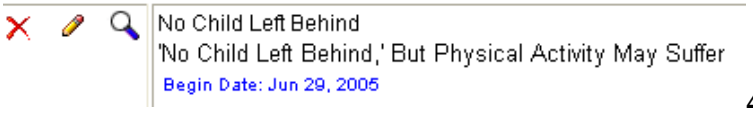
The **Feature Story Search** allows you to search the list of Feature Stories by keywords.

1. Enter the search phrase in the **Title** box.

2. Select from **Show Records** 5, 10, 20, 30, 40 or 50.

3. Select the **Order** of display. The choices are Order By **Title** or **Begin Date**.

4. Click **Submit** to save, Reset to cancel.
If the search function finds matches to the search criteria they are displayed on the Feature Story Index page.

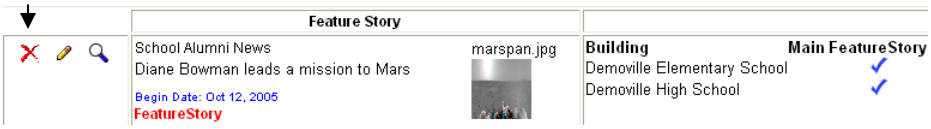


Deleting a Feature Story Entry

Click the **Feature Story Index** tab.

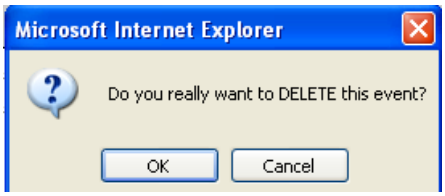
From the **Feature Story Index page**, clicking the delete icon **X** in front of the item will open the above dialog box. Click **OK** to confirm the deleting of that one event. Once they are deleted they are gone.

1. Click the **X**.



2. Click **OK** to confirm.

3. Click **Cancel** to cancel.



The following message will display:
Feature Story Item(s) has been deleted.

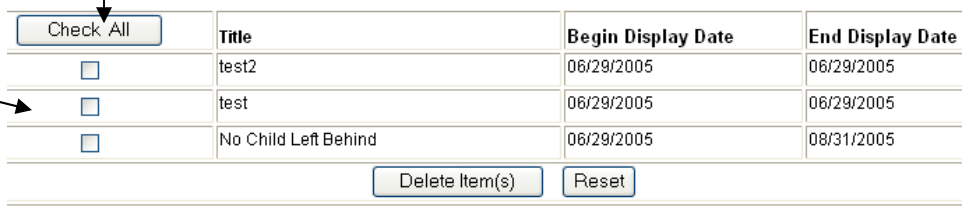
Multi Delete Feature Stories

Click the **Multi Delete** tab.

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted click the **Delete Item(s)** button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.**

1. Click **Check All** to delete all news titles.

2. Click **boxes** to select individual feature story titles.



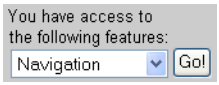
Note: If you click **Check All** in error, Click **Uncheck All** to cancel.

3. Click **Delete Item(s)** to delete.

4. Click **Reset** to cancel.

The following message will display:
Class Info Item(s) has been deleted.

Navigation

From the Features drop down list, 

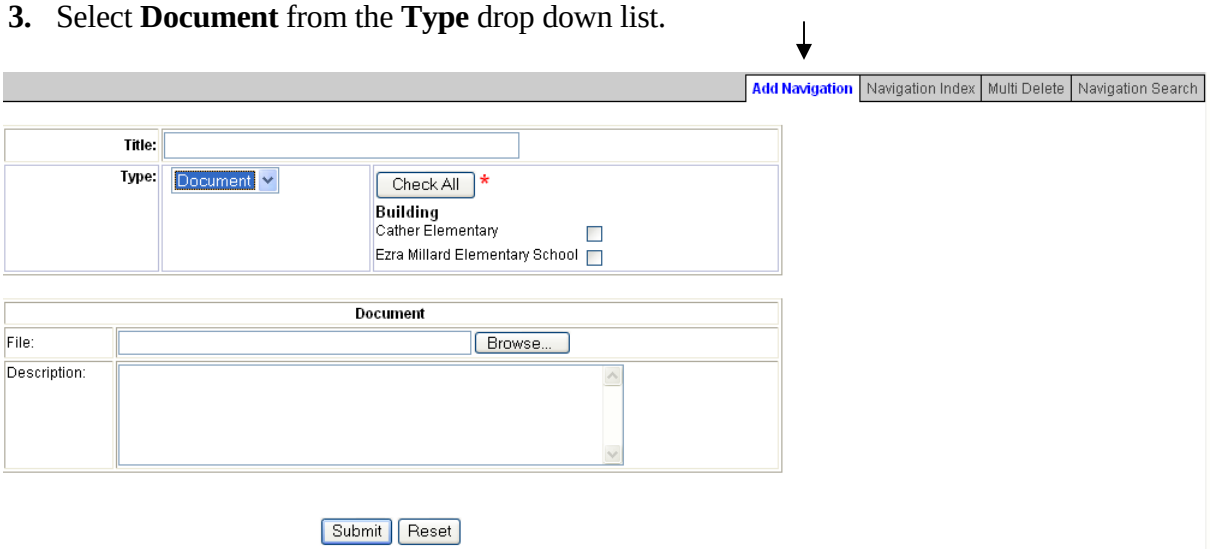
select **Navigation**, click **Go!**

This feature provides schools/teachers the option to add a direct link as a document, text used in a newsletter, or news items to the main page.

Add Navigation Link

Document (Type)

1. Click on the **Add Navigation** tab.
2. Enter a **Title** for this document. (this title name will display in the feature menu)
3. Select **Document** from the **Type** drop down list.



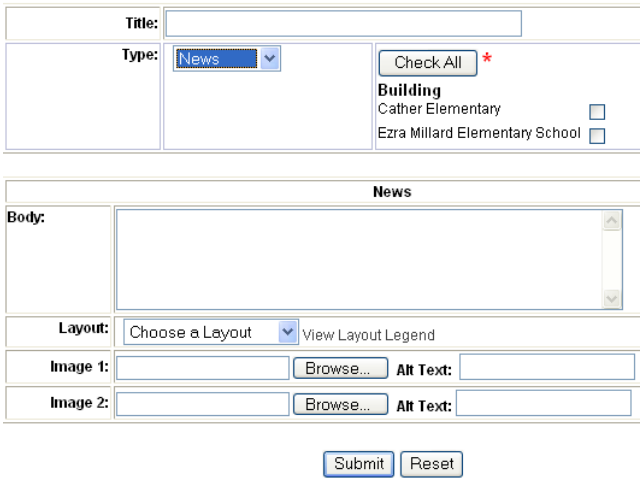
4. Select or click Check All* **Building**/s you want this document link to display.
5. Click **Browse** to locate the document.
6. Enter a brief **Description** of the document.
7. Click **Submit** to save or Reset to cancel.

The following message will appear:

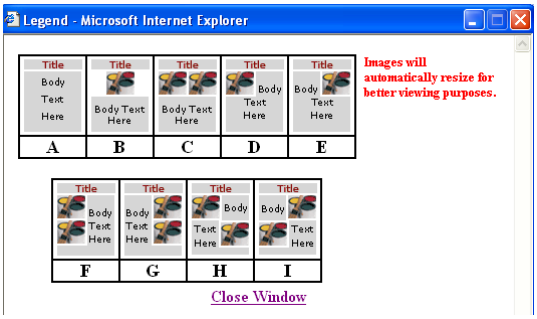
A Navigation item has been added.

News (Type)

1. Click on the **Add Navigation** tab.
2. Enter a **Title** for this news item. (this title name will display in the feature menu)
3. Select **News** from the **Type** drop down list.
4. Select or click Check All* **Building**/s you want this document link to display.
5. Enter the full news item/story in the **Body**.
6. Select a **Layout** for the story.
7. Once a layout is selected, ***other than the Standard Layout,*** the appropriate number of image fields will appear. **Add your images if they are required for the layout selected.** Click the browse button to navigate to the location of the images. *Images will be automatically resized for better viewing purposes.* The "alt" tag text must be entered if an image is used.



Note: Click the **View Layout Legend** to see the layout choices. The choice is not made from this box. It is used to show the layout choices in graphical form. Close this box to select the layout.



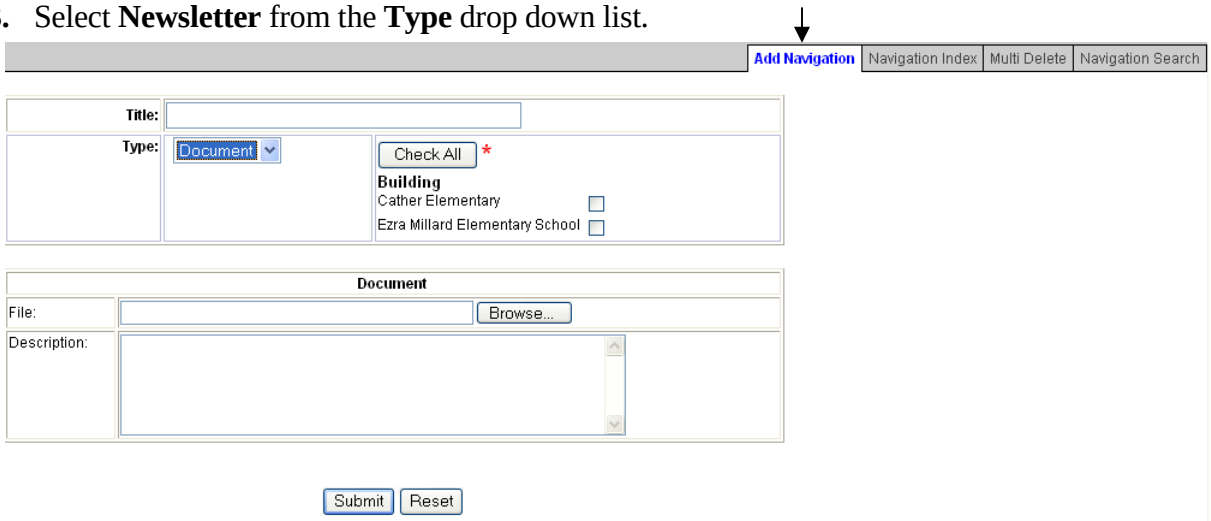
8. Click **Submit** to save, Reset to cancel.

The following message will appear:

A Navigation item has been added.

Newsletter (Type)

1. Click on the **Add Navigation** tab.
2. Enter a **Title** for this document. (this title name will display in the feature menu)
3. Select **Newsletter** from the **Type** drop down list.



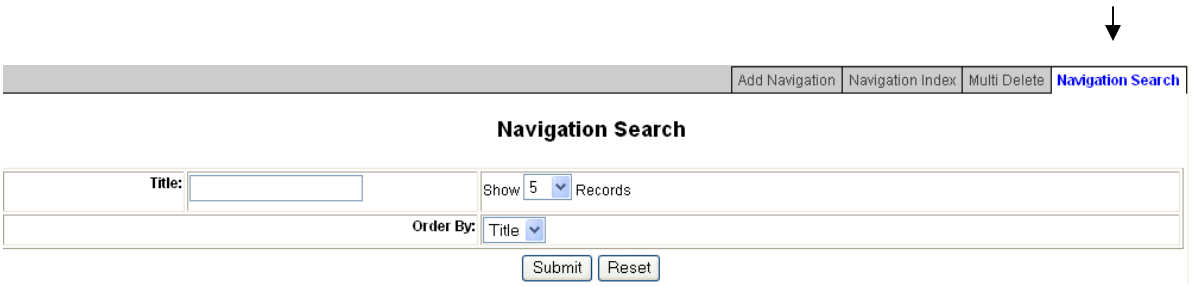
4. Select or click Check All* **Building**/s you want this newsletter link to display.
5. Click **Browse** to locate the file.
6. Enter a brief **Description** of the item.
7. Click **Submit** to save or Reset to cancel.

The following message will appear:

A Navigation item has been added.

Navigation Search- Displays titles on the Navigation Index page

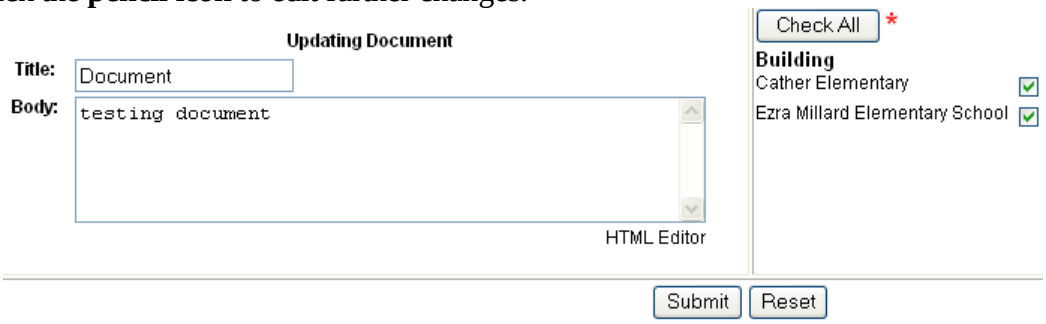
1. Click the **Navigation Search** tab.
2. **Title:**
   a. Enter a title name to search for one title.
   b. Enter a word within the title name to search for a title or all titles having that word.
   c. Leave the Title field blank to search all titles.
3. **Show Records** will display 5, 10, 20, 30, 40 or 50 titles as selected.
4. Click **Submit** to display search, or Reset to cancel.



Edit Navigation Link

1. Click the **Navigation Index** tab.
2. Check or uncheck the **Active** box. Active displays the link.
3. Select from the **Order** drop down list the order in which you want the links to display. The view on the Navigation Index page is the display order viewed in the navigation links on the main public page.

4. Click the **pencil icon** to edit further changes.

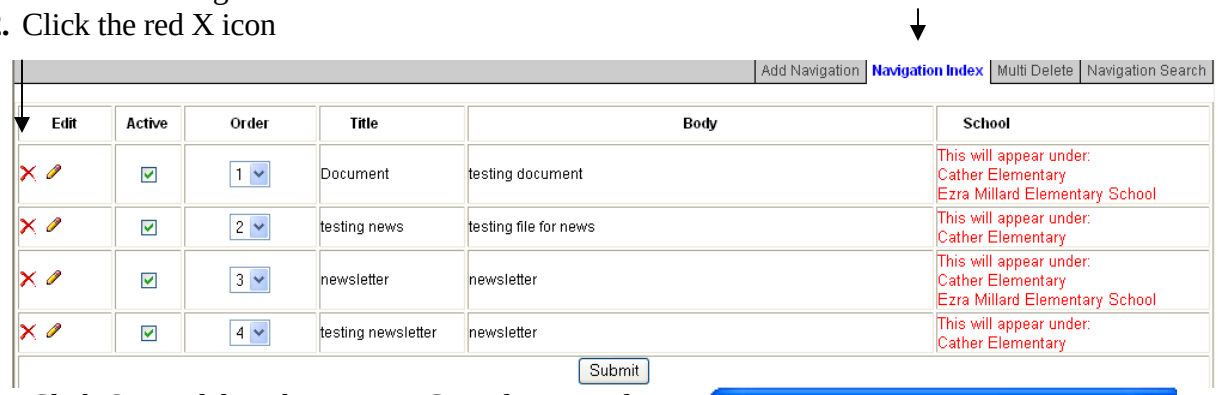


4a. Edit the **Title**
4b. Check or uncheck available **Buildings.**
4c. Edit the **Body** contents. (type inside the body area)
4d. HTML Editor will offer added convenience or functionality to edit the body contents.
5. Click **Submit** to save changes or Reset to cancel.

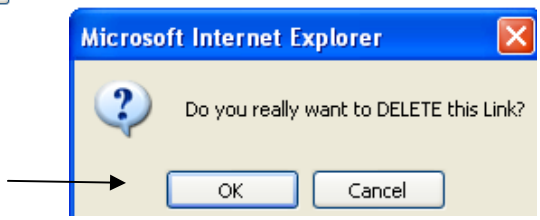
The following message will display:
A Navigation item has been updated.

Delete a Navigation Link

1. Click the Navigation Index tab.
2. Click the red X icon



3. Click OK to delete the item, or Cancel to cancel.

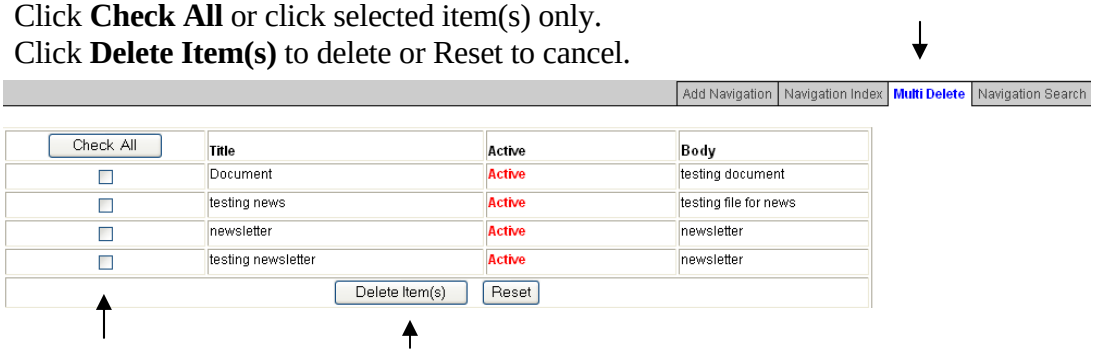


The following message displays:

Navigation Item(s) has been deleted.

Multi Delete

1. Click the **Multi Delete** tab.
2. Click **Check All** or click selected item(s) only.
3. Click **Delete Item(s)** to delete or Reset to cancel.



The following message displays:

Navigation Item(s) has been deleted.

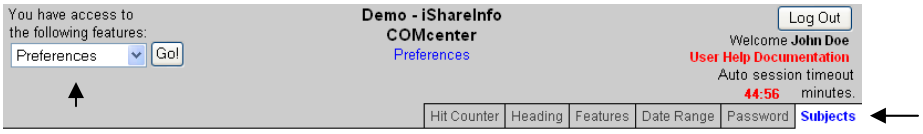
Unit Manager

From the features drop down menu,

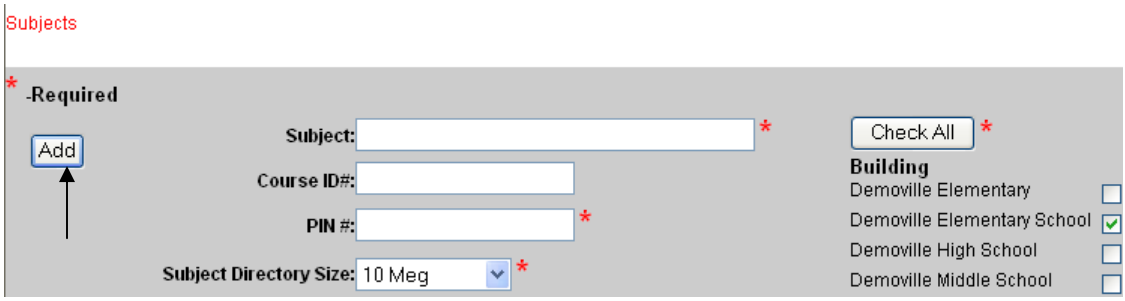
select **Unit Manager,** click **Go!**

The unit manager is a very powerful tool that allows the teacher to provide students with content specific to a unit. Each unit is related to a subject. Each unit may contain items such as a unit description, unit calendar, assignments, unit documents (categorized), images, quizzes, and websites. Some items may be released to the student on an as needed basis. If there are three study guides uploaded, the teacher may release one of them and hide the other two until they are needed by the student. Think of this as a one-stop shop for the student to have access to unit content without going to separate sections of the website.

Adding a Subject(s)



Before units can be added, subjects must be entered into the **Subjects** tab of the **Preferences** feature. To enter subject, select the **Preferences** feature from the drop down menu and then click the **Subjects** tab.



1. To add a new subject, enter the subject name in the **Subject** field.
2. Enter a **Course ID** number. It is recommended to follow the course ID configuration as used in your student information management system.
3. Enter a **PIN** number (this will be used in an upcoming feature).
4. Select a **Subject Directory Size** (this will be used in an upcoming feature). We would recommend that at this time to use the default 10 Meg setting.
5. Select the **Building** for which this subject is to be attached.
6. Click the **Add** button.

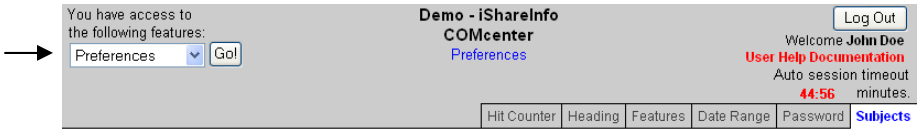
- Enter each subject separately until all subjects you teach are entered.

Once this step is complete, you are ready to enter units for your subjects.

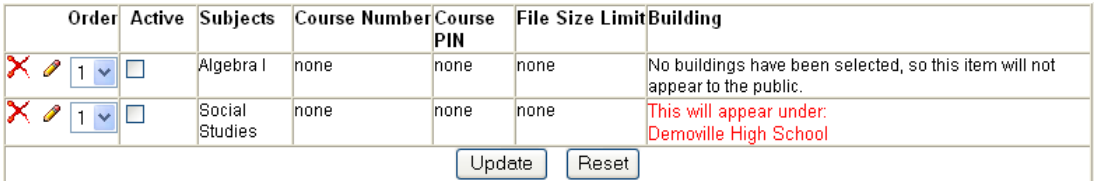
Note: It is from Preferences that you add, edit or delete a subject.

Edit a Subject

Select the **Preferences** feature, then click on **Subjects**.



This page lists the subject items currently in the system at the bottom of this page. To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ).
Clicking on the pencil will open the listing and allow it to be edited and resubmitted.

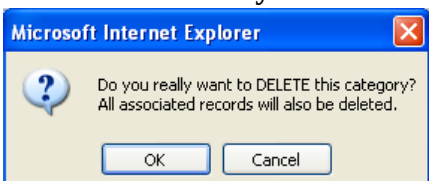


1. Click the **pencil** icon for the selected subject.
2. Edit the subject.
3. Click **Update** to save changes.

Delete a Subject

To the left of a listing, as shown above, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the red X will delete only that item.**

1. Click the **X**
2. Click **OK** to delete the item.

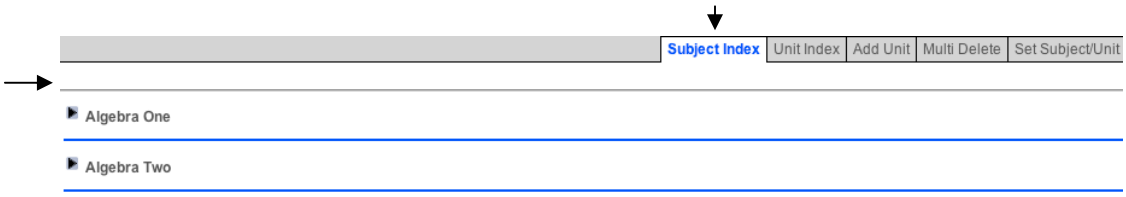

Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated records will also be deleted.
OK
Cancel

Viewing a Subject

From the features drop down menu,

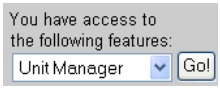
select **Unit Manager**, then click **Go**!

Click the **Subject Index** tab. A listing of your active subjects will appear in the **Subject Index** screen. By clicking on a **subject title**, you will be able to view the content within that subject.



Note:
This page is a **view only** screen. To **add**, **edit** or **delete** a **subject** go to **Preferences**.

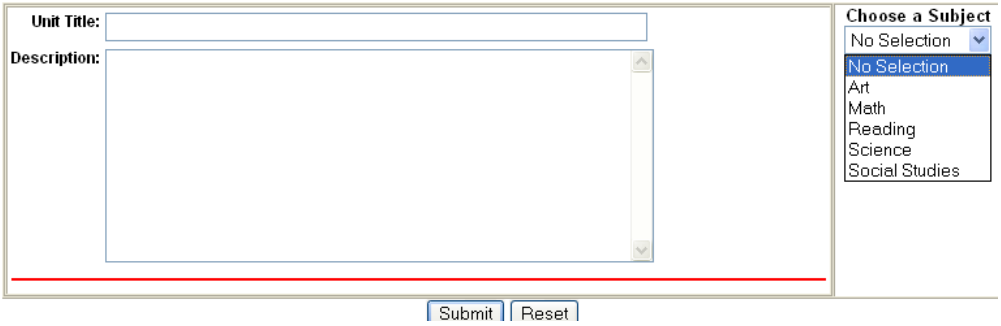
Adding a Unit

From the features drop down menu, 

select **Unit Manager,** click **Go!**

Click the **Add Unit** tab.

1. Enter a **Unit Title.**
2. Enter a **Description.**
3. Select a **Subject.**
4. Click **Submit.**

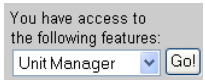


Note:

- This description will appear with the title when the visitor views the unit.
- If the appropriate subject is not listed, you must enter it under the **Preferences** feature and then **Subjects** tab.
- Each unit must be entered one at a time.

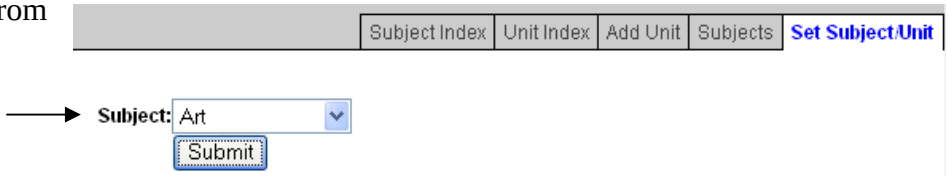
Once a unit has been added, you are now ready to add content to the unit. Before doing this, you must set the subject/unit with which you will be working. This will set the system so that any content you add will be assigned to that subject/unit. Once you are done and want to add content to another unit, you will reset the subject/unit to the new unit.

Setting a Subject/Unit

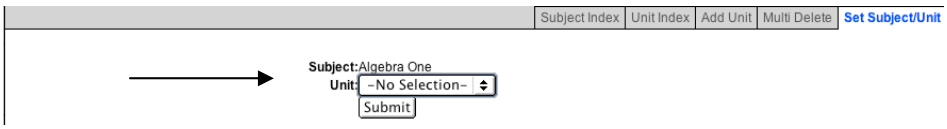
From the features drop down menu, 

select **Unit Manager,** click **Go!**

1. Click **Set Subject/Unit** tab.
2. Select the **Subject** from the drop down menu.
3. Click the **Submit** button.

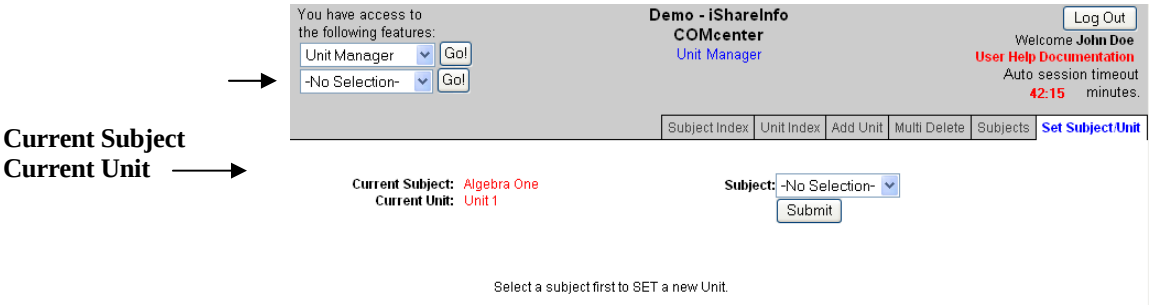


Now select the **Unit** with which you would like to work from the drop down menu.

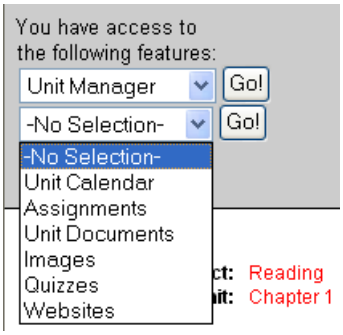


1. Click **Set Subject/Unit**.
2. Select the **Unit** from the drop down menu.
3. Click the **Submit** button.

At this point, you will notice a second drop down menu in the upper left corner. You will notice that the current subject is set and the current unit is set. Any content added from the second drop down will be assigned to the current subject and current unit. If you would like to change the current settings, you may complete the process by using the drop down menu to the right.



Second drop down menu in the upper left corner.



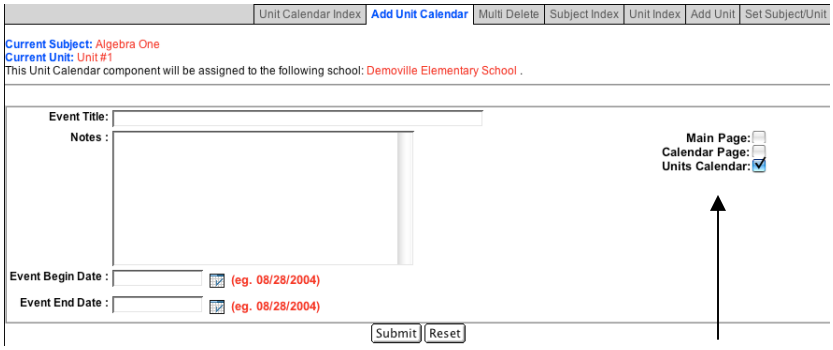
Adding Unit Content

You may add the following content to a unit: calendar items, assignments, documents, images, quizzes, and websites. All of these should be very familiar processes to you as you have used them in other iShareInfo features.

Select the type of information you would like to enter from the second drop down menu in the top left corner. Here, we have selected calendar and have expanded the Algebra One, Unit #1 unit.

Adding Unit Calendar Items

1. Click **Add Unit Calendar** tab.
2. Enter the **Event Title.**
3. Enter the **Notes.**
4. Enter the **Event Begin Date.**
5. Enter the **Event End Date.**

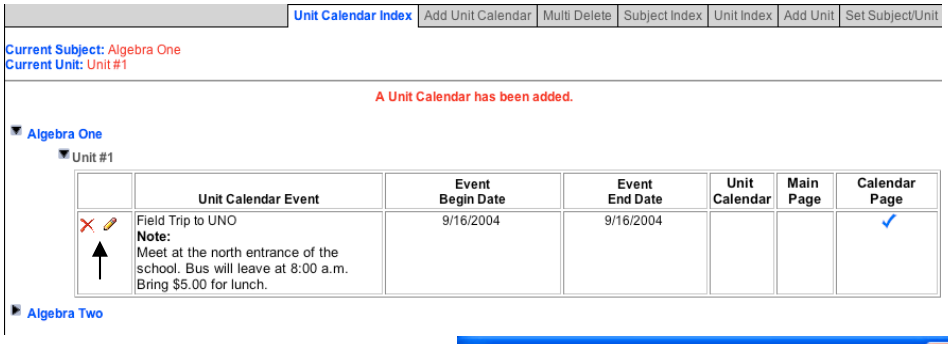


6. Check **Main Page, Calendar Page** or **Units Calendar.**
7. Click **Submit.**

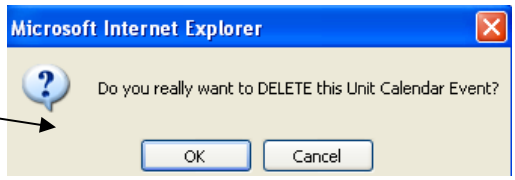
Reminder: This item will be added only to the subject and unit that's stated in red above the form. Also, you may add this item to your unit calendar, your overall calendar, and/or the main page of your website by selecting the appropriate check box.

Viewing/Editing/Deleting Unit Calendar Items

1. Click **Unit Calendar Index** tab.



2. To **DELETE**, click the red **X**.
3. Click **OK.**

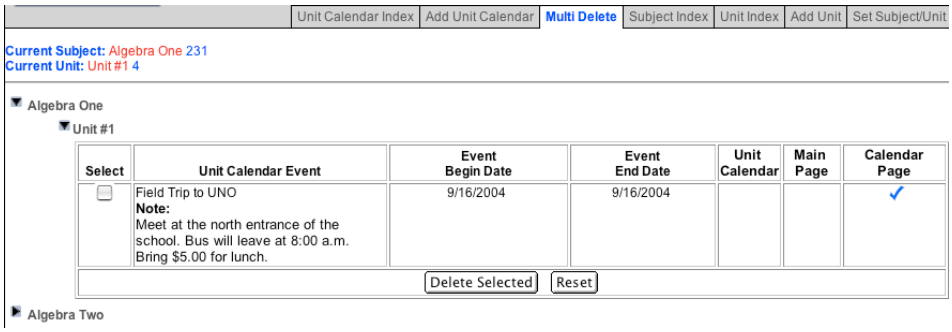


1. To **EDIT** click the **pencil.**
2. Edit the item.
3. Click **Submit.**

Multi Deleting Unit Calendar Items

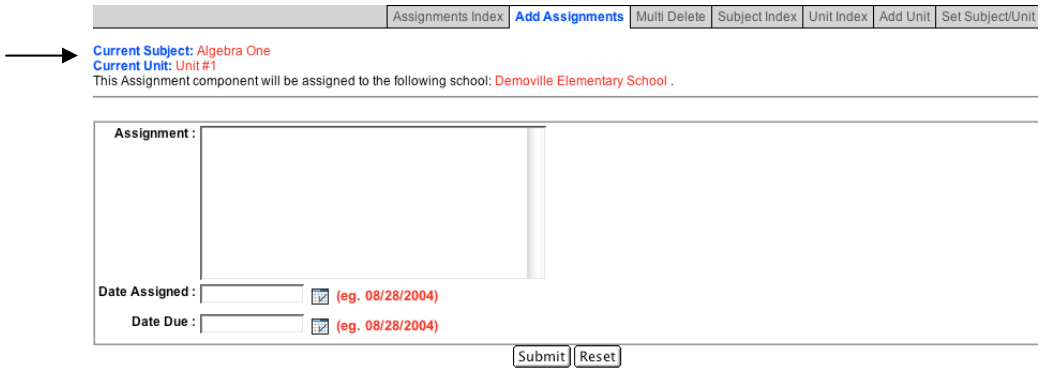
This should be used when multiple items are to be deleted.

1. Click the **Multi Delete** tab.



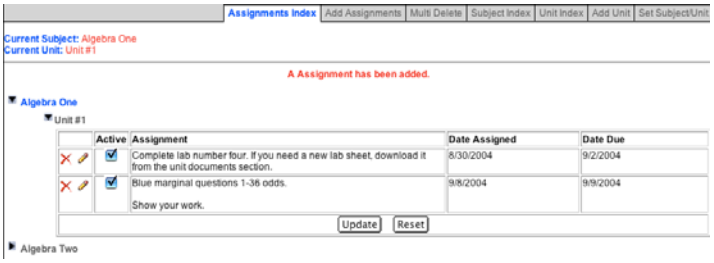
2. **Expand** the appropriate subject and unit.
5. **Select** the appropriate items to be deleted.
4. Click the **Delete Selected** button.

Adding Unit Assignment Items



1. Click **Add Assignments** tab.
2. Enter the **Assignment.**
3. Enter the **Date Assigned.**
4. Enter the **Date Due.**
5. Click **Submit.**

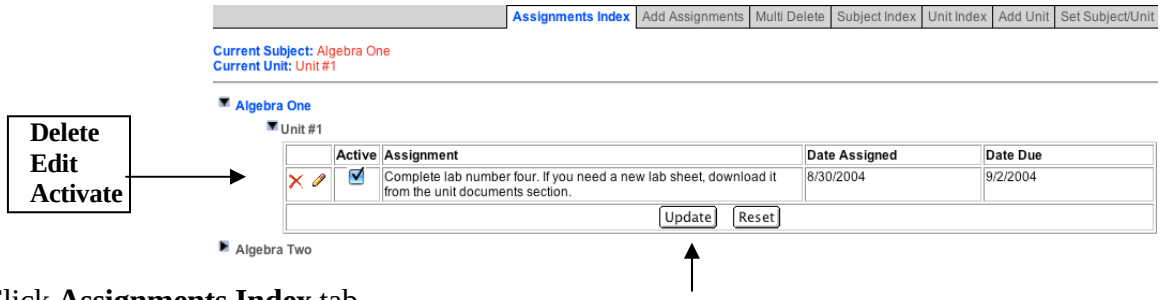
Note: This item will be added only to the subject and unit that is stated in red above the form. When this item is submitted, it will be active.



To deactivate the assignment so as to not be viewable by the student, deselect the **Active** checkbox and click the **Update** button.

Viewing/Editing/Deleting Unit Assignment Items

When the subject and unit is expanded, you will be able to **delete, edit, activate,** and view an assignment. In this feature, you may enter all your assignments, but only activate the assignment you want students to see.

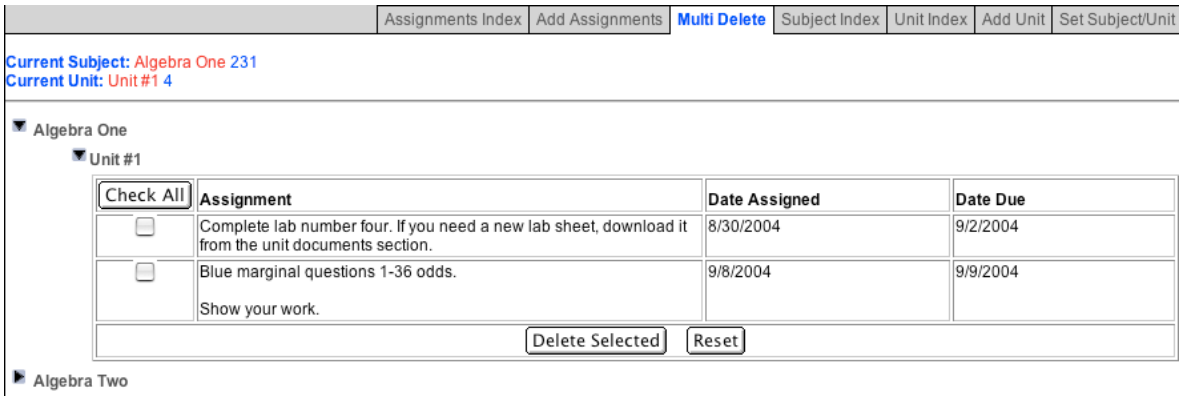


1. Click **Assignments Index** tab.
2. Click the **X to delete,** then click **OK.**
3. Click the **pencil to edit**, then click **Submit**.
4. Check the **Active box** to make visible on the public page.
5. Click **Update.**

Note: Reset will reset any unsaved entries.

Multi Deleting Unit Assignment Items

This should be used when multiple items are to be deleted.

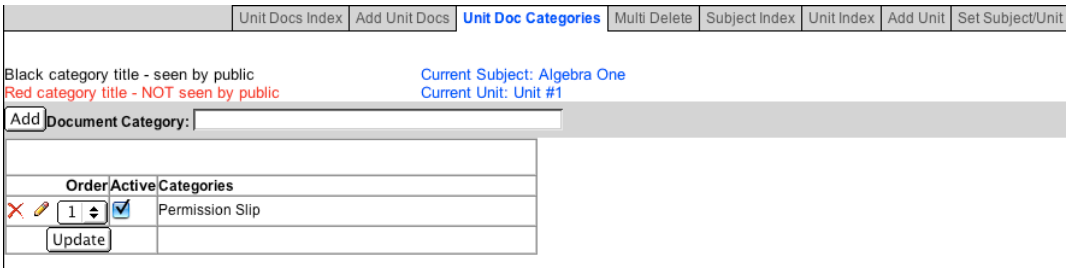


1. Click the **Multi Delete** tab.
2. Expand the appropriate subject and unit.
3. **Select** the appropriate items to be deleted or click **Check All**.
4. Click the **Delete Selected** button.

Note: Reset will reset any unsaved entries.

Adding Unit Document Categories

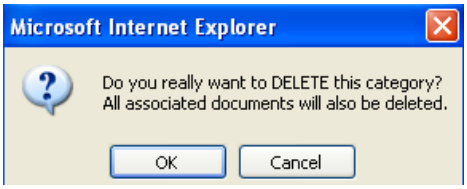
Document categories will be available to you when you upload a document. If a category is not being used by a unit, it will not appear to the visitor until a document is actually attached to the category. For example, you may have five categories, but only three may appear to the visitor.



1. Click **Unit Doc Categories** tab.
2. Enter the **Document Category**.
3. Click **Add.**

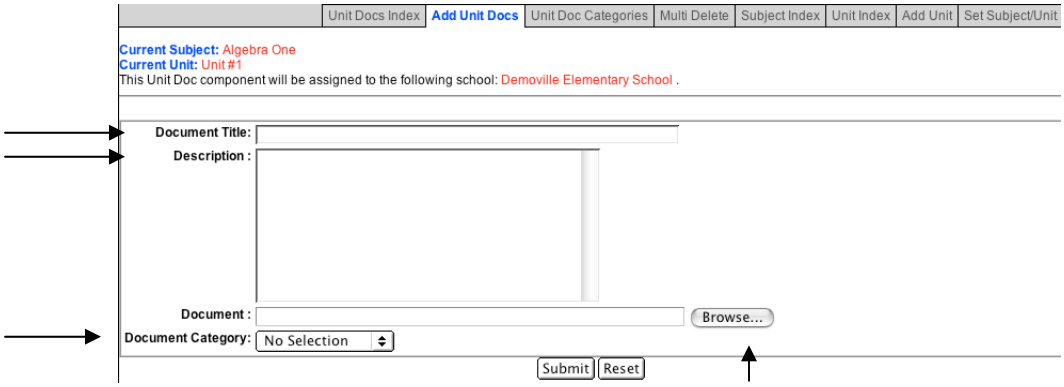
After adding the document category, it will display below on the page. From here you can edit, delete, or make active the document category.

1. To **delete**, click the **X**, then click **OK**.
2. To **edit,** click the **pencil**, then click **Update**.
3. Check the **Active box** to make visible to the visitor.


Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated documents will also be deleted.
OK
Cancel

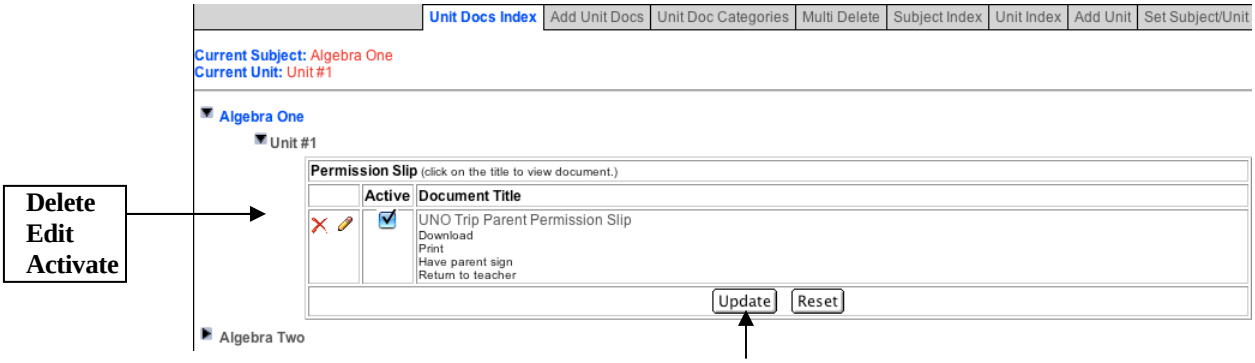
Adding Unit Document Items: **You must add the document category first.**

1. Click the **Add Unit Docs** tab.
2. Enter a **Document Title**.
3. Enter a **Description**.



4. Click the **Browse** button to navigate your hard drive to find the document that you would like to upload.
5. Select the **Document Category** for which you would like to assign the document.
6. Click the **Submit** button.

Viewing/Editing/Deleting Unit Document Items

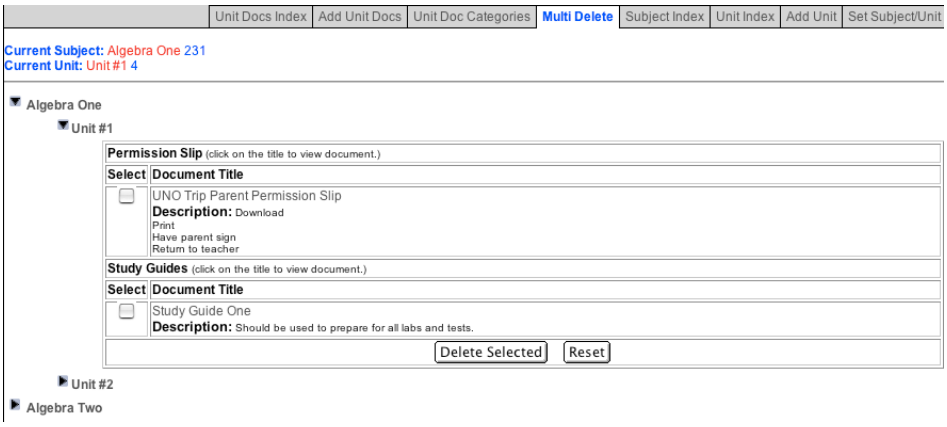


1. Click the **Unit Docs Index** tab.
2. Click the **X to Delete,** then click **OK.**
3. Click the **pencil to Edit,** then **click Submit.**
4. Check the **Active box** to make visible to the viewer.
5. Click **Update.**

Note: Reset will reset any unsaved entries.

Multi Deleting Unit Document Items

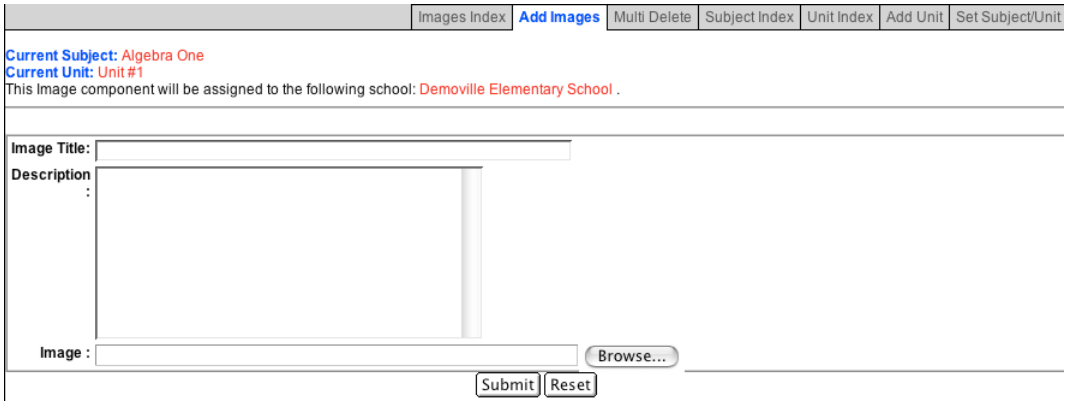
This should be used when multiple items are to be deleted. After selecting the items to be deleted, click the **Delete Selected** button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.** However, deleting is a good idea for management purposes.



1. Click the **Multi Delete** tab.
2. Expand the appropriate subject and unit.
3. **Select** the appropriate items to be deleted or click **Check All**.
4. Click the **Delete Selected** button.

Note: Reset will reset any unsaved entries.

Adding Unit Image Items



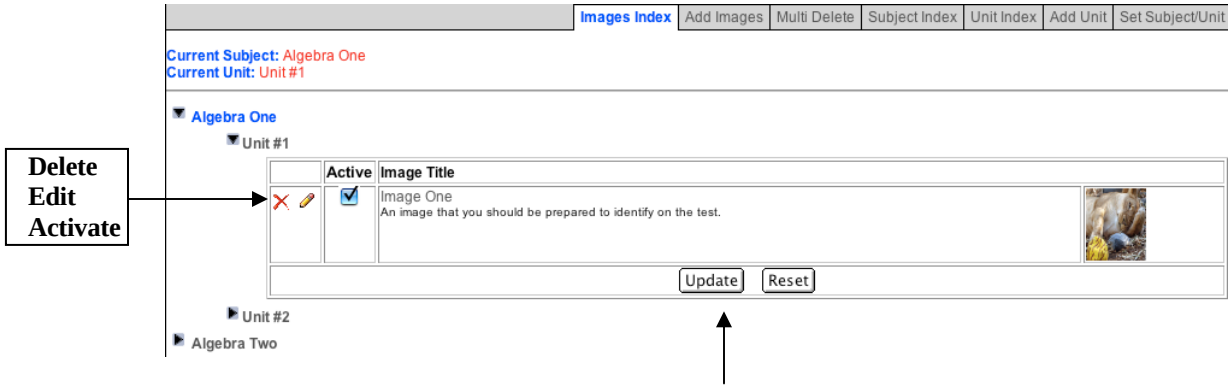
1. Click **Add Images** tab.
2. Enter the **Image Title.**
3. Enter the **Description** that will appear on your website and be seen by the visitor.
4. Click the **Browse** button to navigate your hard drive for the image to be uploaded.
5. Click the **Submit** button to upload the image.

You will receive the following message:

An Image has been added.

Note: Reset will reset any unsaved entries.

Viewing/Editing/Deleting Unit Image Items

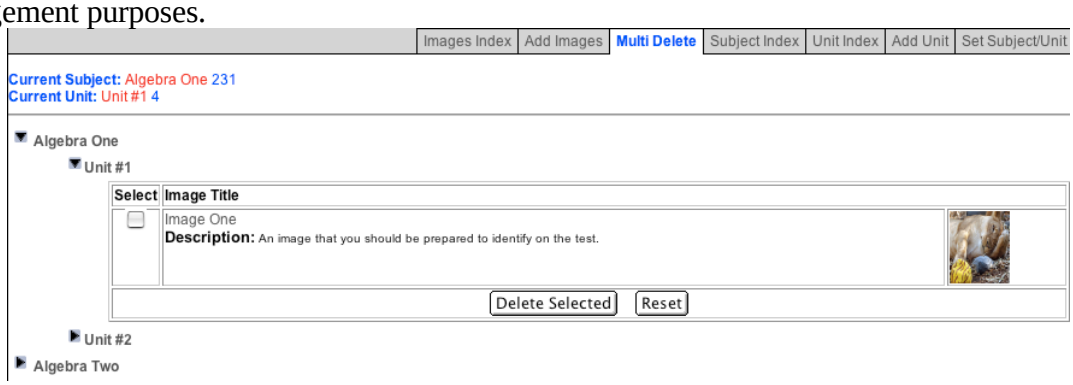


1. Click the **Image Index** tab.
2. Click the **X to Delete,** then **OK.**
3. Click the **pencil to Edit,** then **Submit.**
4. Check the **Active box** to make visible on the public page.
5. Click **Update.**

Note: Reset will reset any unsaved entries.

Multi Deleting Unit Image Items

This should be used when multiple items are to be deleted. After selecting the items to be deleted, click the **Delete Selected** button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.** However, deleting is a good idea for management purposes.

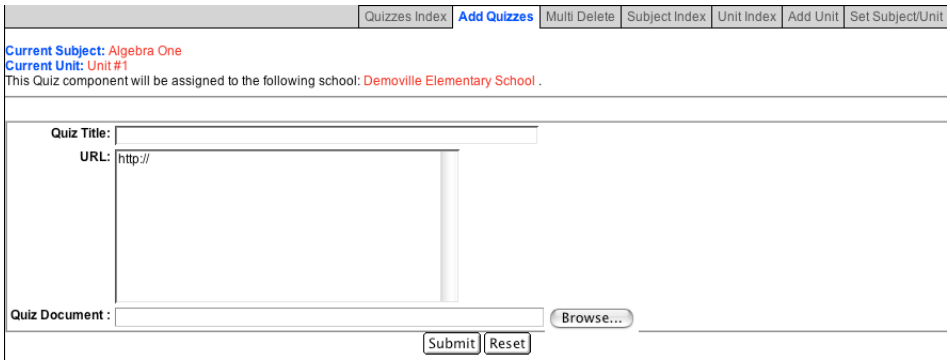


1. Click the **Multi Delete** tab.
2. Expand the appropriate subject and unit.
3. **Select** the appropriate items to be deleted or click **Check All**.
4. Click the **Delete Selected** button.

Note: Reset will reset any unsaved entries.

Adding a Unit Quiz Item

1. Click the **Add Quizzes** tab.



2. Enter a **Quiz Title** for the quiz. This title will be visible to the visitor.
3. Enter a **URL** (Uniform Resource Locator) if the quiz is coming from another website.
4. OR Click **Browse** to get to your hard drive to locate the document if the quiz is in paper and pencil format. This format will allow the student to download the quiz and print it.
5. Click the **Submit** button.

Note: Once the **Submit** button has been clicked, the quiz is on the site and active.

You will receive the following message:

A Quiz has been added.

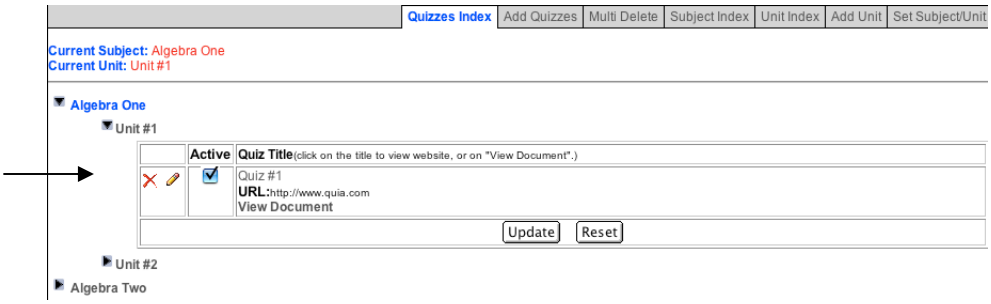
Or if you have already created this quiz, you will receive the following message:

This Quiz already exists.

Viewing/Editing/Deleting Unit Quiz Items

When the subject and unit is expanded, you will be able to delete, edit, and activate a quiz. In this feature, you may enter all your quizzes, but only activate the quizzes you want students to see.

1. Click the **Quizzes Index** tab.



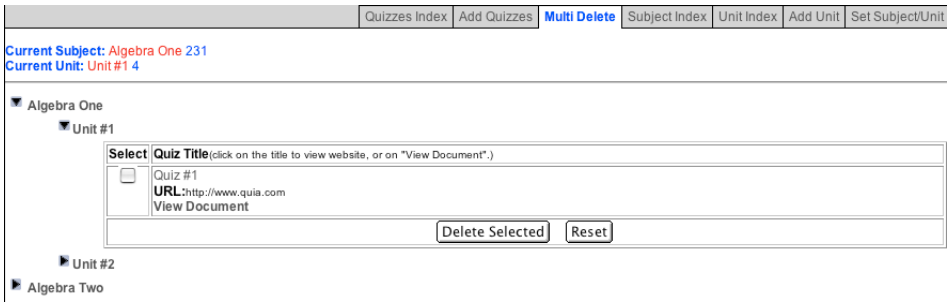
2. Click the **X to delete,** then click **OK.**
3. Click the **pencil to edit**, then click **Submit**.
4. Check the **Active box** to make visible on the public page.
5. Click **Update.**

Note:

a. If a quiz is being administered via another website, you may click on the quiz title to go directly to the quiz.
b. If the quiz is being administered via paper and pencil and the quiz has been uploaded as a document, you may click on "View Document" to view it.
c. In the quiz feature, the teacher may add a quiz via a URL, a document or both. In the example above, both a URL and document are being used.

Multi Deleting Unit Quiz Items

This should be used when multiple items are to be deleted.

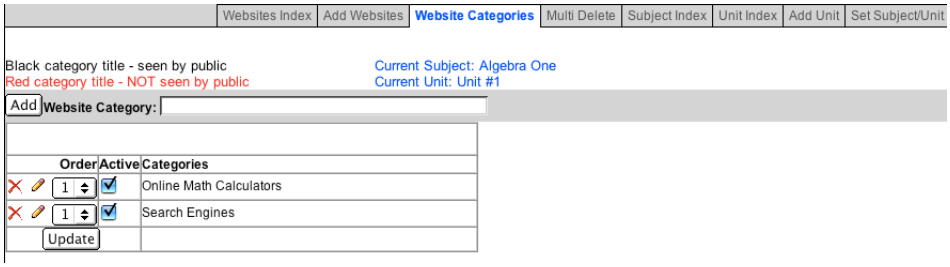


1. Click the **Multi Delete** tab.
2. Expand the appropriate subject and unit.
3. **Select** the appropriate items to be deleted or click **Check All**.
4. Click the **Delete Selected** button.

Note: Reset will reset any unsaved entries.

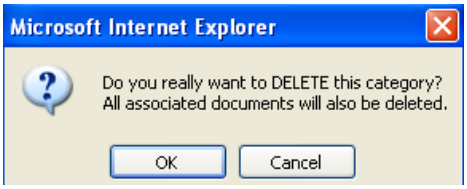
Adding a Unit Website Category

Website categories will be available to you when you enter a website URL. If a category is not being used by a unit, it will not appear to the visitor until a website is actually attached to the category. For example, you may have five categories, but only three may appear to the visitor.



1. Click **Website Categories** tab.
2. Enter the **Website Category**.
3. Click **Add.**

After adding the website category, it will display below on the page. From here you can edit, delete, or make active the document category.


Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated documents will also be deleted.
OK
Cancel

1. To **delete**, click the **X**, then click **OK**.
2. To **edit,** click the **pencil**, then click **Update**.
3. Check the **Active box** to make visible to the visitor.

Note: If the **Active** checkbox is not checked, the entire category will not be visible by the visitor. This is a quick way to turn off all website URLs for a category without turning them off individually.

Adding Unit Website Items

1. Click **Add Websites** tab.
2. Enter a **Website Title**.
3. Enter a **Description**.
4. Enter a **URL**.
5. Select a **Website Category.**
6. Click **Submit.**

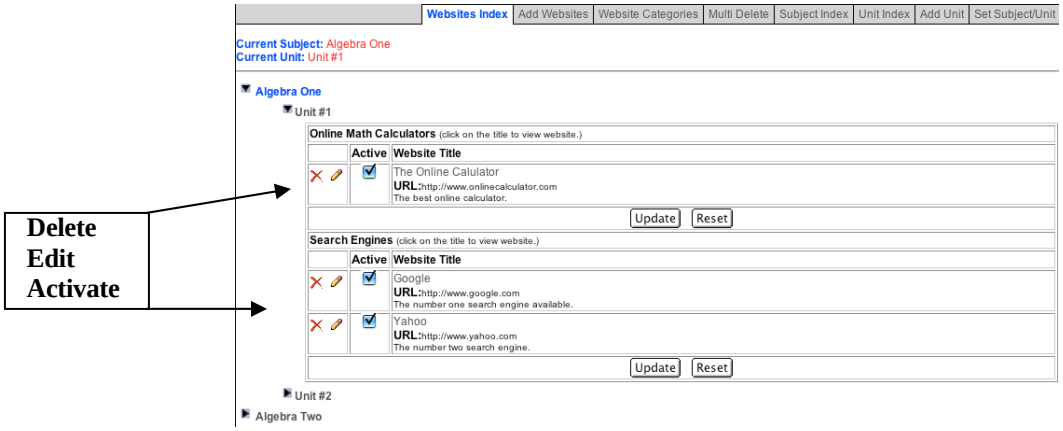
Note:

- A Website Title will be seen by the visitor as a link on your website.
- The Description provides the visitor an idea of the website's content.
- If the website category does not exist, you will need to enter the category under the Websites Category tab first and then complete the form above.

Viewing/Editing/Deleting Unit Website Items

When the subject and unit are expanded, you will be able to delete, edit, and activate a website. In this feature, you may enter all your websites, but only activate the websites you want students to see and visit.

Unit websites may be added so as to provide students online resources. These websites may also be categorized for organizational purposes.

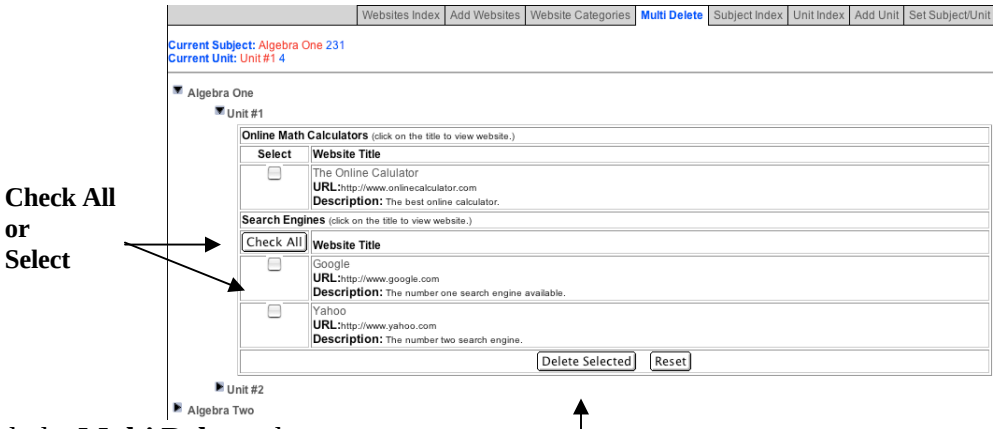


1. Click the **Websites Index** tab.
2. Click the **X to delete,** then click **OK.**
3. Click the **pencil to edit**, then click **Submit**.
4. Check the **Active box** to make visible on the public page.
5. Click **Update.**

Note: Each website may be set to active (seen by the visitor) or not active (hidden from the visitor).

Multi Deleting Unit Website Items

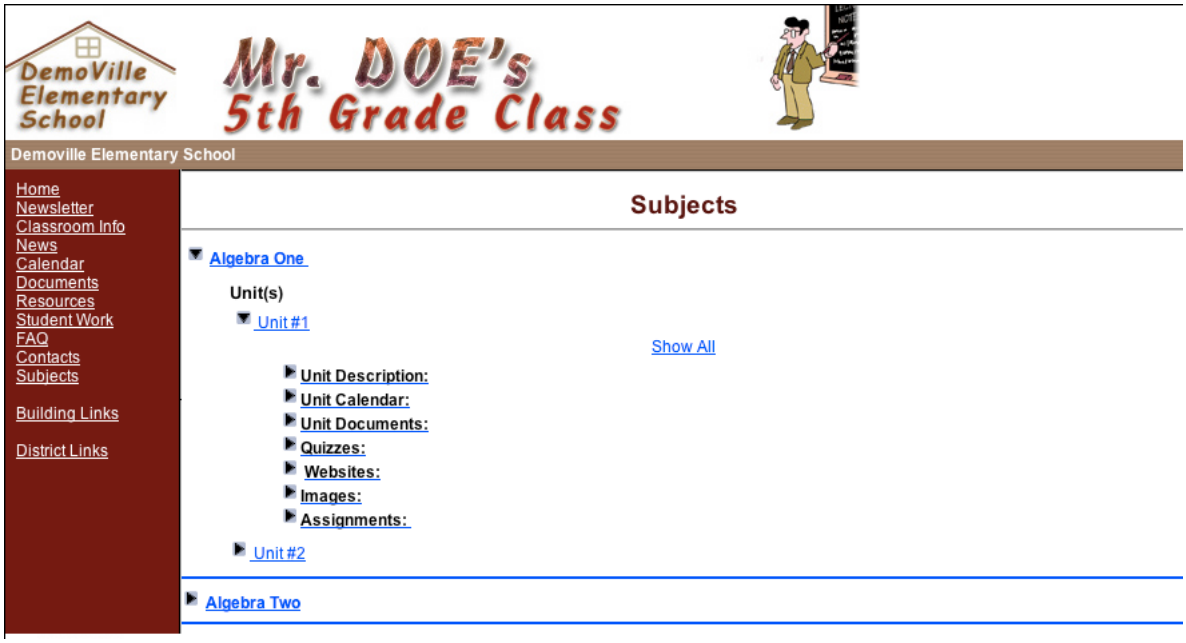
Expand the appropriate subject and unit. Select the appropriate items to be deleted and click the **Delete Selected** button. This should be used when multiple items are to be deleted.



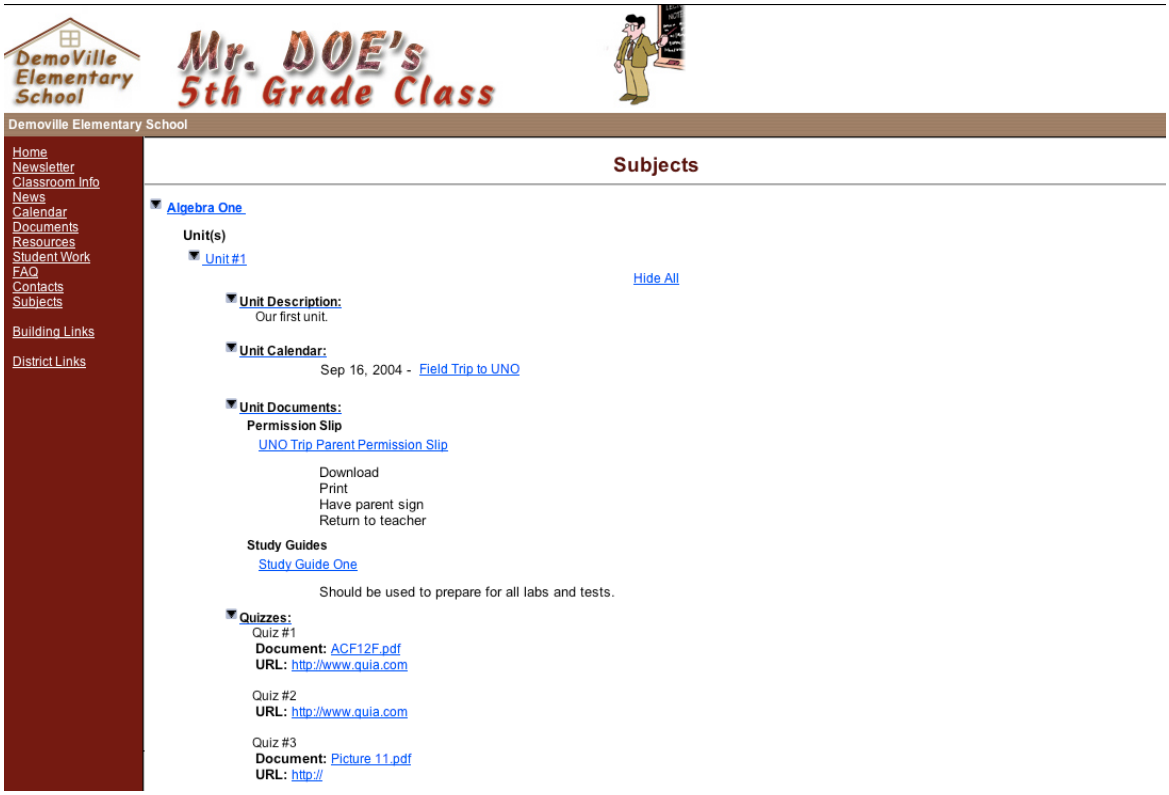
1. Click the **Multi Delete** tab.
2. Expand the appropriate subject and unit.
3. **Select** the appropriate items to be deleted or click **Check All**.
4. Click the **Delete Selected** button.

Viewing the Unit as a Visitor

Once the unit content has been entered, a visitor may view the content. Below is an example of how the content may look for the visitor when they first enter the unit.



If the visitor expands any or all of sections of the unit, they may see the content as follows.



Unit Manager Notes

Before units can be added, subjects must be entered in the Preference feature under the Subjects tab. It is in the Preference feature that subjects are also edited and deleted. Subjects can be viewed in Unit Manager under the Subject Index tab. That page is a view only screen.

Units may be active or not active. If the unit is active, the visitor will be able to access any content that the teacher has activated. If the unit is not active, it is in archive mode. This would allow the teacher to edit any of the unit content, but not be viewable by the visitor.

Some unit features may not show if they are not being used. For example, if no websites have been entered for a unit, the Websites section will not appear, but it will appear once a website has been entered and activated.

Entire categories in features where categories are being used may be turned off so as to remove them from a unit, but can be activated later so as to release them to the visitor.

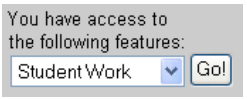
Individual items may be turned off so as to hide them from the visitor, but can be activated later so as to release them to the visitor.

Changes made in the COMcenter are immediately available for public viewing. Viewers must refresh their page to see immediate changes.

As with all features, once selected items are deleted, they cannot be recovered.

Sample of Student Work

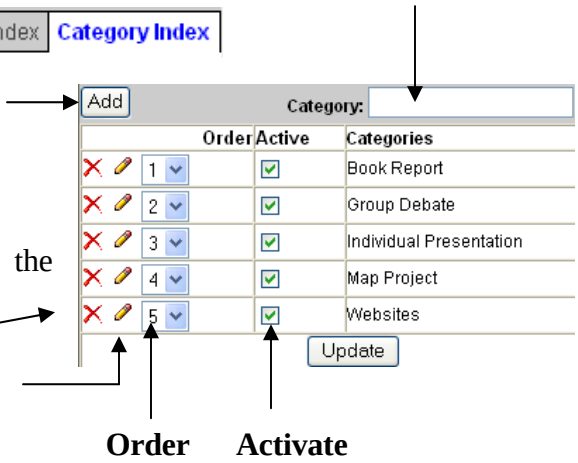
Information in this section may be images or text samples of student work. The first time you open this feature it will tell you that there are no Categories. You must add at least one category if you want to display any of your student's work.

From the features drop down menu, 

select **Student Work**, then click **Go**!

Category Index

1. Click the **Category Index** tab.
2. Enter a **Category.**
3. Click **Add.**
4. Select the **Order**.
5. Check the **Active** box to make visible to the viewer.
6. To **Delete**, click the **x,** then click **OK.**
7. To **Edit,** click the **pencil**, then click **Submit.**

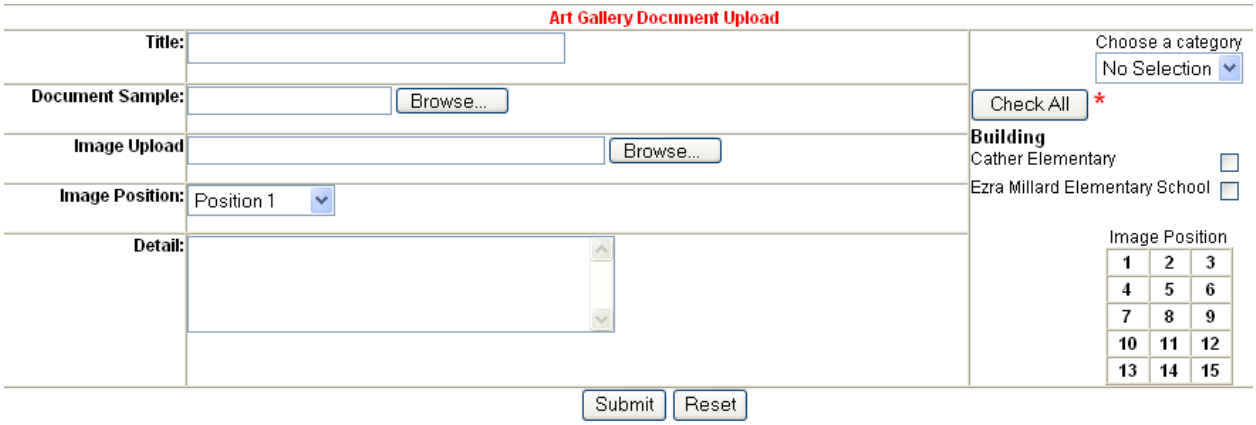


The **Category Index** tab will display all of the current categories that have been created. It also shows the order in which they will be displayed. The order is selected from a dropdown box in the **Order** column. The next column is the **Active** selection box. Categories can be added at any time and made available by selecting the active box.

Add Student Work

After adding a category you are ready to begin adding samples of student work. You can do a document or a photo or both.

1. Click Add **Student Work** tab.



2. Enter a **Title** for the work.

Note: The title should provide enough information that a visitor to the page can identify the work. Be aware of District policies regarding identification of students.

3. Document Sample, click **Browse** to locate a document to upload.
OR
4. Enter the text of the document in the **Detail:** Box.

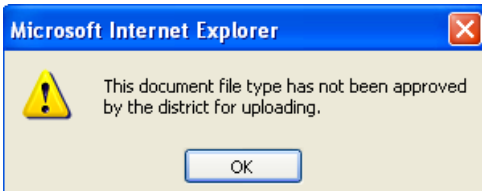
5. **Image upload**, click Browse to locate an image to upload. ***Note:*** *image will be automatically resized.*

6. Position, click the position selection from the drop down list. See Image Position chart.

Note: To get the text into the box you can copy and paste from the document in a word processing program or enter it directly. If you chose to have text displayed there will be no special formatting of the text. Also be aware that either the document or the text sample can be displayed not both. If a document is entered, it will take precedence.

7. Select the **Category** for the work.
8. Select the **Building (s)** you work in.
9. Click the **Submit** button.

If you are uploading a file that is not a text file, you will receive the following message: →



Viewing/Editing/Deleting Student Work

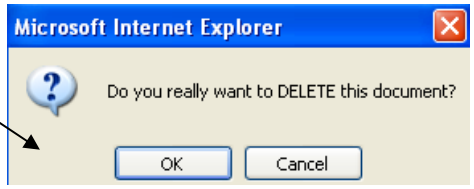
1. Click the **Student Work Index** tab.

2. To **Edit,** click the **pencil,** then **Submit.**

You will receive the following message:

A work has been updated.

3. To **Delete,** click the **X**, then click **OK**. →



Note: Once it is deleted, it cannot be recovered.

Multi Delete Events

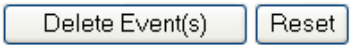
There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the check all button will select all items on the page. After selecting the items to be deleted click the **Delete Event(s)** button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.**

1. Click the **Multi Delete** tab.

2. Click **Check All** to delete all Student Work.

3. Click **Select to Delete boxes** to select an individual menu.

Note: If you click Check All in error, Click Uncheck All to cancel.

4. Click **Delete Event(s)** to delete. 

You will receive the following message:

A work has been deleted.

Note: Reset will reset any unsaved entries.

Menu

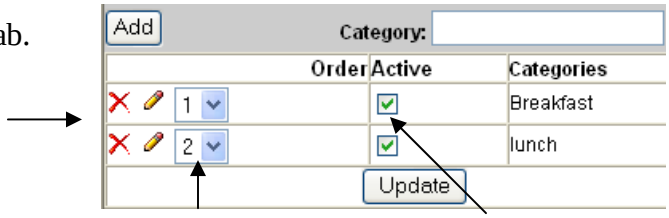
This is used to display a food menu.

From the Features drop down menu,

select **Menu**, then click **Go!**

Add a Category

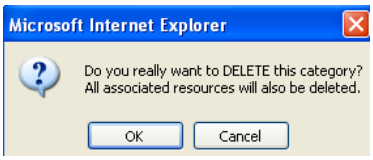
1. Click the **Category Index** tab.
2. Enter the **Category**.
3. Click **Add.**



Order **Active**

View/Edit/Delete/Activate

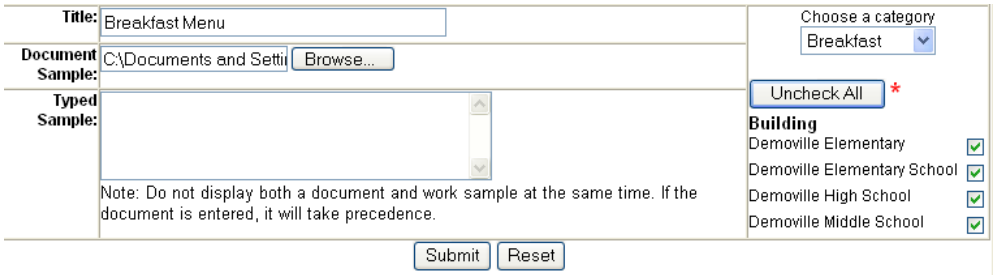
1. To **Delete**, click the **X**, then click **OK**.
2. To **Edit,** click the **pencil,** then click **Submit.**
3. To **Activate,** check the **Active box** to make visible to the viewer.
4. Select the **Order.**
5. Click **Update.**


Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated resources will also be deleted.
OK
Cancel

Click OK to delete.

Add a Menu

1. Click the **Add Menu** tab.



2. Enter the **Title.**
3. Click **Browse** to display either a document by uploading a document or graphic image using the **Document Sample:** box.

OR

4. Enter the text of the document in the **Typed Sample:** Box.

> **Note:** To get the text into the box you can copy and paste from the document in a word processing program or enter it directly. If you chose to have text displayed there will be no special formatting of the text. Also be aware that either the document or the text sample can be displayed not both. If a document is entered, it will take precedence.

5. Select a **Category.**
6. Check the **building/s.**
7. Click **Submit.**

You will receive the following message:

Menu has been added.

View/Edit/Delete a Menu

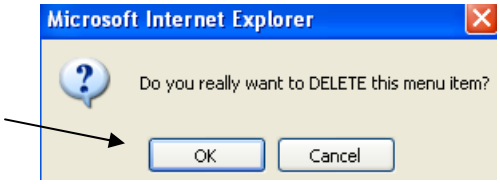
1. Click the **Menu Index** tab.

2. To **Edit,** click the **pencil,** then click **Submit**.

You will receive the following message after editing the item:

A Menu item has been updated.

3. To **Delete**, click the **X**, then click **OK.**



You will receive the following message:

A Menu item has been deleted.

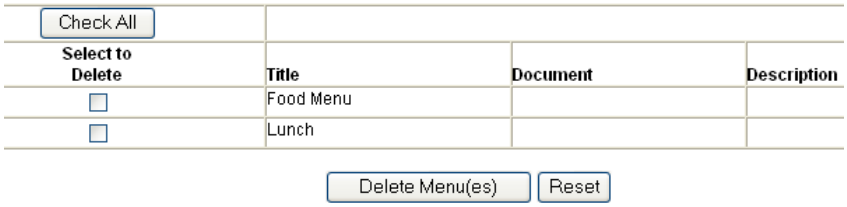
Note: Once you have deleted an item, it cannot be recovered.

Multi Delete Menu (es)

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by clicking in the box at the front of the item. Clicking the Check All button will select all items on the page. After selecting the items to be deleted click the **Delete Menu(es)** button. All selected items will be deleted. **This function should be used with caution. Items that are deleted cannot be recovered.**

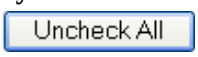
1. Click the **Multi Delete** tab.

2. Click **Check All** to delete all Menu (es).



3. Click **Select to Delete boxes** to select an individual menu.

Note: If you click Check All in error, Click Uncheck All to cancel.



4. Click **Delete Menu(es)** to delete.

You will receive the following message:

A Menu item has been deleted.

Note: Reset will reset any unsaved entries.

Multimedia

Multimedia works identically to the Documents section. Multimedia files might be Quicktime movie files or other multimedia-related documents. Whatever format is used be sure that the user can download, or open the file.

From the Features drop down menu, select **Multimedia**, click **Go!**

Click the **Multimedia Index** tab.

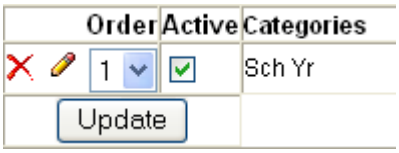
The very first time this page opens, a message will be displayed that says there are no categories. In order to use this feature, at least one category will have to be added.

Adding a Category

1. Enter the **Category Title.**
2. Click **Add.**

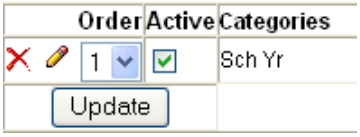
The **Category Index** tab will display all of the current categories that have been created. It also shows the order in which they will be displayed. The order is selected from a drop down box in the **Order** column. The next column is the **Active** selection checkbox. Categories can be added at any time and made available by selecting the active box. To add a new category, enter it in the empty box titled **Category Title:** and click the **Add** button, as shown above.

3. Select **Order** from drop down list.
4. Check the **Active** box to make the category available.
5. Click **Update.**

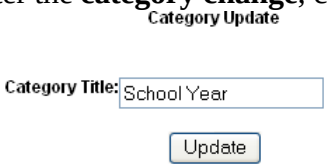


Editing a Category

1. Click the **pencil** icon.

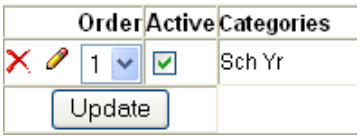


2. Enter the **category change**, click **Update.**

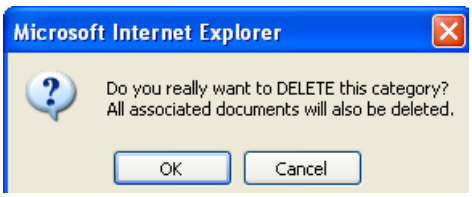


Delete a Multimedia Category

1. Click the **red X.**



2. Click **OK** to confirm deleting the category.

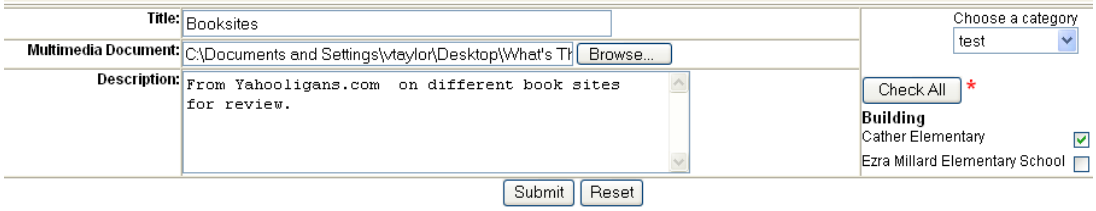

Microsoft Internet Explorer
Do you really want to DELETE this category?
All associated documents will also be deleted.
OK
Cancel

Note: When you delete a multimedia category, all associated documents will also be deleted.

Add Multimedia

Click the **Add Multimedia tab.**

1. Enter **Title.**
2. Click **Browse** to navigate your hard drive and select the file on the computer.
3. Enter a **Description** for the multimedia document item. The title and description are displayed on the public **Multimedia** page along with a link to the multimedia document.
4. Select the **Building(s)** on which you want the resource to appear.
5. Select a **Category.**



6. Click **Submit** to save, Reset to cancel.

The following message will display:

Multimedia document item has been added.

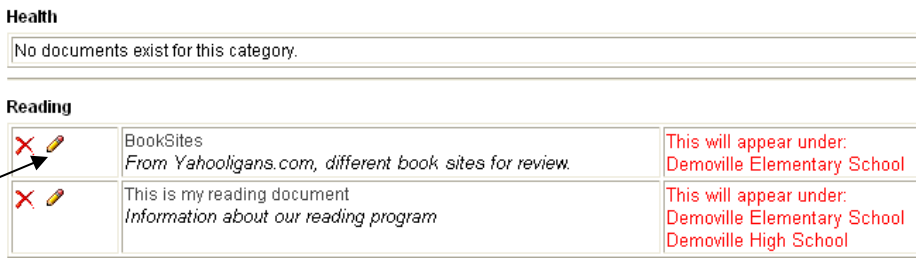
Note: The documents are alphabetized when they are displayed on the public **Multimedia** page.

Editing Multimedia

Click on the **Multimedia Index** tab.

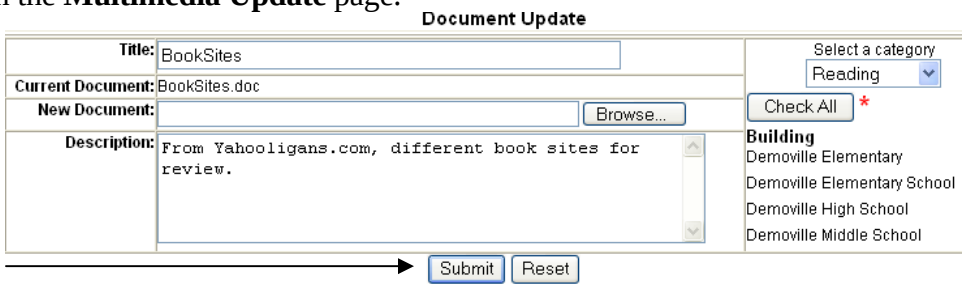
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). Clicking on the red **X** will delete only that item. **Clicking on the pencil will open the listing and allow it to be edited and resubmitted.** These icons are used throughout the iShareInfo COMcenter to do the same type of work.

Note: If a category does not have a document/s, it will display as shown:



1. Click on the **pencil** icon.

2. Make changes on the **Multimedia Update** page.



3. Click **Submit** to save, Reset to cancel.

Note:

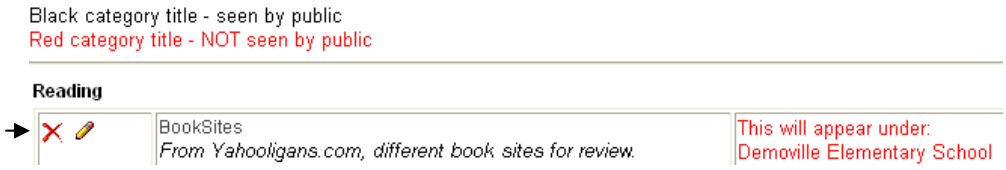
a. The **Description** should provide a brief description of the content and purpose of the multimedia document page.
b. All changes are applied to the public pages immediately. Refresh to view changes.

Deleting Multimedia

Click the **Multimedia Index** tab.

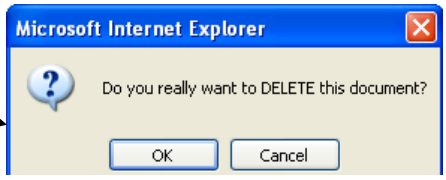
To the left of a listing, there are two icons. One of them is an X ( ), and the other is a pencil ( ). **Clicking on the "X" will delete only that item.**

1. Click the **X.**


Black category title - seen by public
Red category title - NOT seen by public
Reading
BookSites
From Yahooligans.com, different book sites for review.
This will appear under:
Demoville Elementary School

From the **Multimedia Index** page, clicking the delete icon in front of the item will open a dialog box. Click "OK" to confirm the deletion of that one multimedia document.

2. Click **OK** to confirm.

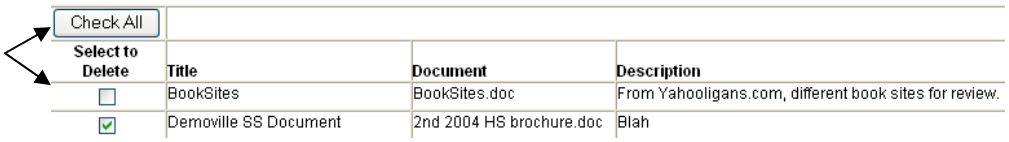


The following message will display:

Multi Delete

There is a **Multi Delete** tab for deleting more than one item at a time. Individual items may be selected by selecting the box at the front of the item. Clicking the **Check All** button will select all items on the page. After selecting the items to be deleted, click the **Delete Item(s)** button. **All selected items will be deleted. This function should be used with caution. Items that are deleted cannot be recovered.**

1. Click **Check All** to delete all **OR** select **individual** document/s to delete.

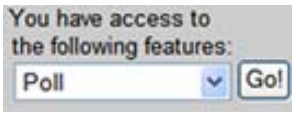


2. Click **Delete Item(s)** to delete, click Reset to cancel.

Poll

This menu is used to create polls.

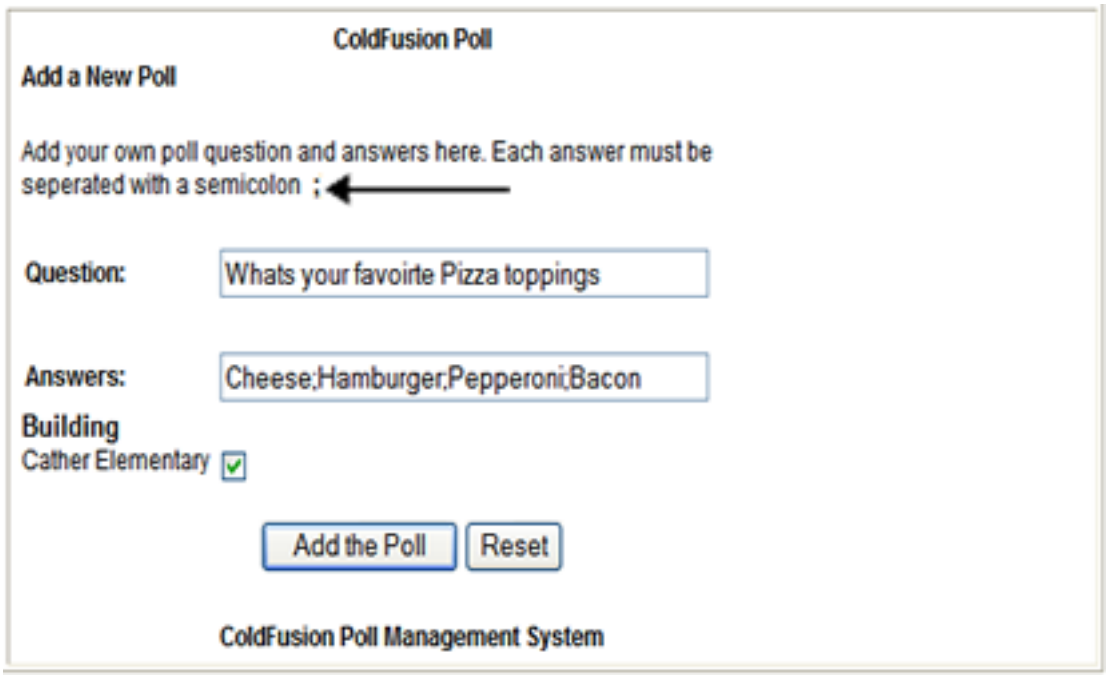
From the Features drop down menu, select **Poll**



then click **Go!**

1. Add a **Poll** by selecting Add Poll from the top tabs.

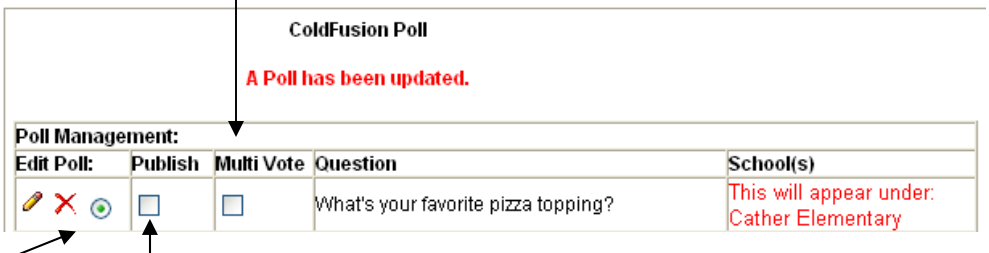
2. When adding a **Poll** type in your question, and your answers. Make sure you put a semicolon between your answers.



3. After the poll is added you receive message: **a poll item has been added.**

4. Then select the radio button and select update to make the poll active.
NOTE: You can have only one active poll at a time.

5. Optional: Check the **Select to Multi Vote** box if you want to allow voters to vote more than once on the same computer.



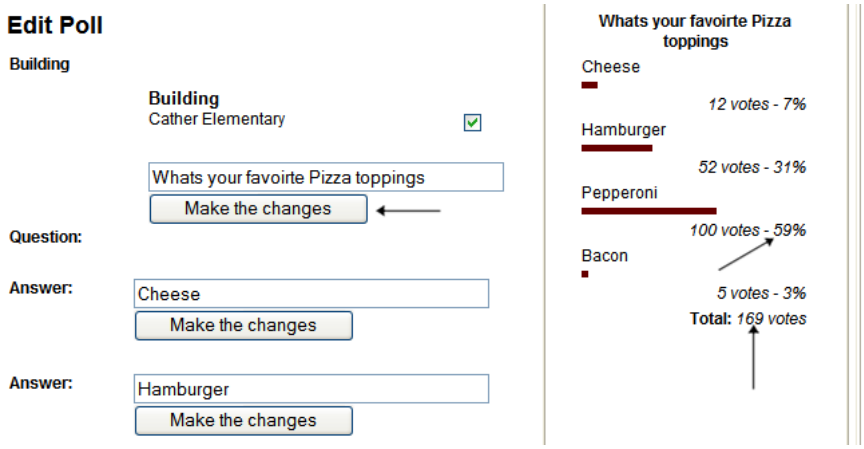
Radio button **Publish will publish the results**

- You will receive a message: **"A poll has been updated"**

6. When you select the ( ) you will get the edit poll page. There you can make changes to the poll question, or the poll answers. You also have the total votes as well as the number of votes per answer and the %.

Publish - Check the Publish box to display the results

NOTE:
Each answer is changed separately by clicking '**Make the changes**'

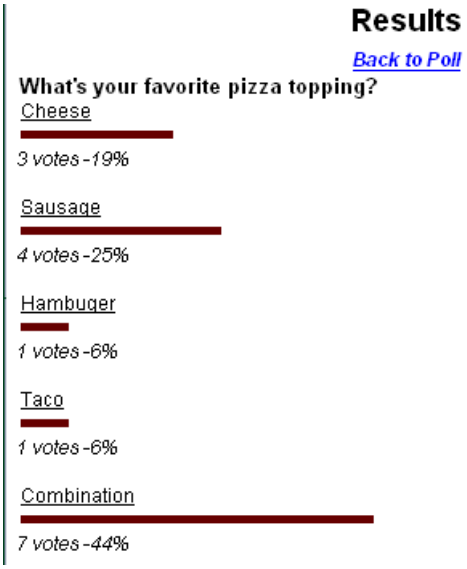


This is what the viewer will see: →

The viewer will click their selection, then click Vote

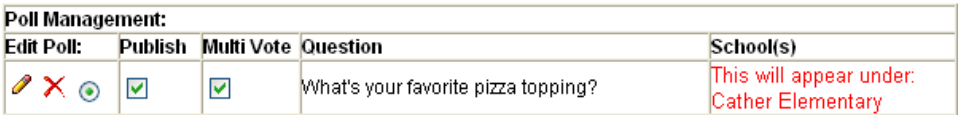
Viewers can click on the **View Results** link

Results Display:



Viewers can click ***Back to Poll*** link to go back to the poll.

Delete



Poll Management:				
Edit Poll:	Publish	Multi Vote	Question	School(s)
			What's your favorite pizza topping?	This will appear under: Cather Elementary

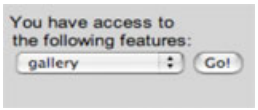
When you select ( ) you will get prompted to delete the poll.

Click **OK** to delete.

Photo Gallery

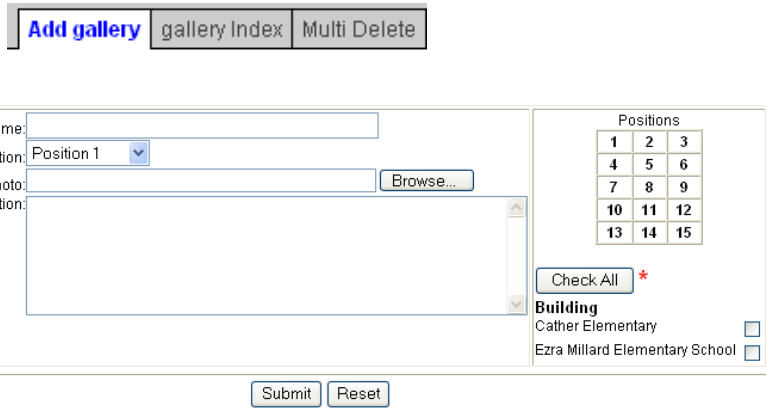
This feature provides a place to display a photo gallery.

From the Features drop down menu, select **Gallery**, then click **Go!**



Add Photo Gallery

1. Click the **Add gallery** tab.



Note: You must complete any box marked with an asterisk (*).

2. **Photo Name:** Enter the name of the photo. The filename can only be 12 or less characters.
Note: Filenames can contain only letters, numbers, the underscore, and/or a dash

3. **Position**: Select from the list of fifteen positions in the drop down box. This will be the order they display on the web page.

4. **Photo**: Click on the browse button to select a photo. It can be in gif or jpg format.

5. **Description:** Enter the description of the photo.

6. Click **Check All** or place a check in the box for the **Building(s)** that will display the item.

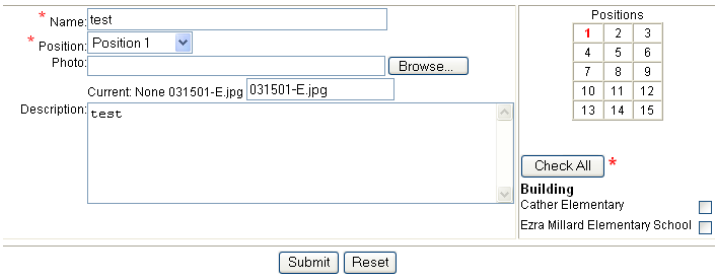
7. Click on **Submit** to save or Reset to clear the information

Edit Photo Gallery

1. Click the **Gallery Index** tab.

2. Click the **pencil icon** to edit information.

3. Make any **changes**. Click **Submit** to save changes or Reset to cancel.



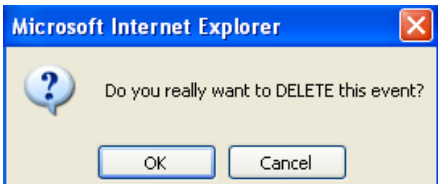
The following message will appear:

Photo Gallery item has been updated.

Delete Photo Gallery

1. Click the red ✕ icon.

2. Click **OK** to **DELETE**. **Or** Click Cancel if the item should not be deleted.

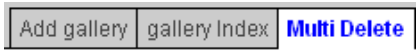


The following message will appear:

Photo Gallery has been deleted.

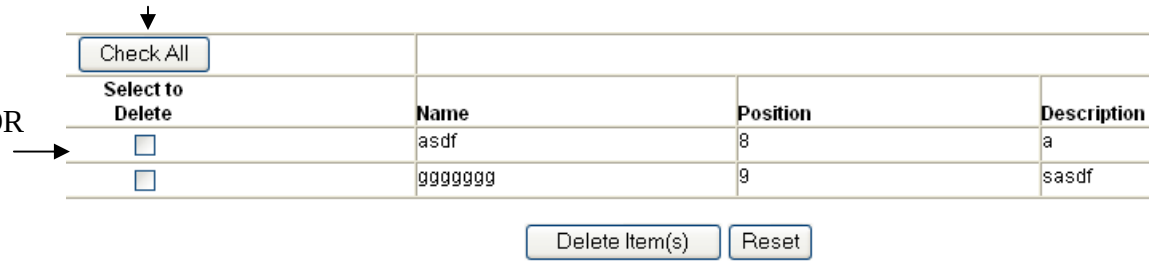
Multi Delete Photo Gallery

1. Click the **Multi Delete** tab.



2. Click **Check All** to delete <u>all</u> items. **<u>Or</u> check the box** next to <u>each item</u> you want to delete.

OR



3. Click **Delete Item(s)** to delete Items. <u>Or click Reset to cancel.</u>

The following message will appear:

Photo Gallery has been deleted.